

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the due date for [specific assignment, project, or task] originally due on [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal issues, etc.], I find myself in need of additional time to complete the work to the best of my ability. I believe that an extension would allow me to [explain how the extension would help improve the outcome].

I kindly request an extension until [proposed new due date]. I understand the importance of meeting deadlines and appreciate your consideration of my request.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]
[Your Position, if applicable]