

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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] originally due on [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal challenges], I am unable to meet the original deadline. I am committed to maintaining the quality of my work and believe that additional time would allow me to achieve this.

I kindly ask for an extension until [proposed new due date]. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]