

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request an extension on the due date for [specific task or assignment name], originally due on [original due date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, personal issues, increased workload], I am unable to complete the task by the original deadline. I kindly ask for an extension of [number of days/weeks you need] to ensure I can deliver my best work on this assignment. I appreciate your understanding and consideration of my request and am committed to maintaining the quality of my work.

Thank you for your time and support. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Contact Information]