

[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 project, assignment, or task] originally due on [original due date].

Due to [brief explanation of reason, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to complete the work by the given deadline. I believe that an extension would allow me to deliver a more thorough and high-quality outcome.

If possible, I would greatly appreciate an extension until [requested new due date]. I am committed to maintaining the highest standards of quality in my work and assure you that this additional time will be beneficial.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information or if there are forms I should complete.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]