

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 formally request an extension on the due date for [specific project, assignment, or reason] originally scheduled for [original due date].

Due to [briefly explain your reasons, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the current deadline. I believe that with a little additional time, I will be able to [explain what completing the task will achieve, e.g., provide better quality work, complete necessary research, etc.].

I kindly ask for an extension of [number of days/weeks] to allow me to complete the work. I truly appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]