

[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 [specify the task, project, or payment] originally due on [original due date].

Due to [briefly explain the reason for requesting an extension, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the original deadline. I value the quality of my work and want to ensure I deliver the best possible outcome.

I kindly ask if it would be possible to extend the due date to [proposed new due date]. I appreciate your consideration of my request and understanding of my situation.

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

Sincerely,

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