

[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 request an extension on the due date for [Project/Assignment Name], originally scheduled for [Original Due Date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, illness, workload], I am unable to meet the current deadline.

I kindly ask for an extension until [Proposed New Due Date]. I believe this additional time will allow me to complete the work to the best of my ability.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Position, if applicable]