

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[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 project, assignment, or task], originally due on [original due date].

Due to [briefly explain the reason for requesting an extension, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to meet the deadline as initially planned. I am committed to maintaining the quality of my work and believe that an extension would allow me to achieve this.

I kindly request an extension until [proposed new due date]. I appreciate your understanding and consideration of my request. Please let me know if you need any further information or if we can discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

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