

[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 for the due date of [specific assignment, project, or payment] originally scheduled for [original due date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the current deadline. I believe that with a little more time, I can ensure that my work meets the required standards and expectations.

I would greatly appreciate if you could extend the due date to [proposed new due date]. I am committed to delivering quality work and will make every effort to meet this new timeline.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]