

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Due Date Adjustment

I hope this message finds you well. I am writing to formally request an adjustment to the due date for [specific project, invoice, or service], originally scheduled for [original due date].

Due to [brief explanation of the reason for the request], we believe an extension would be beneficial. We kindly ask to move the due date to [proposed new due date].

We appreciate your understanding and consideration of our request. If you require any additional information or if there are forms we need to complete, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company]