

[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],

Subject: Request for Change of Due Date

I hope this letter finds you well. I am writing to formally request a change to the due date for [specific obligation, e.g., payment, submission, etc.], originally scheduled for [original due date].

Due to [brief explanation of the reason for the request], I am unable to meet the original deadline. I kindly request that the due date be extended to [proposed new due date].

I appreciate your understanding and consideration regarding this matter. Please let me know if this new date is acceptable or if further discussion is necessary.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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