

[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 to Alter Due Date

I hope this message finds you well. I am writing to request a modification of the due date for [specific task, project, or payment]. The original due date is set for [original due date], and I would like to propose an extension to [proposed new due date].

[Brief explanation of the reason for the request, e.g., unforeseen circumstances, additional requirements, or personal issues].

I appreciate your understanding and consideration of my request. I am committed to ensuring that the quality of work remains high and believe that this extension will enable me to achieve this.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,
[Your Name]