

[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],

I hope this message finds you well. I am writing to formally request an alteration to the due date for [specific task or obligation], originally due on [original due date].

[Explain the reason for your request, providing any necessary context or details].

Given these circumstances, I kindly ask if it would be possible to extend the due date to [proposed new due date]. I believe this adjustment will allow me to [mention any benefits of the extension or how it will help in fulfilling the obligation].

Thank you for considering my request. I appreciate your understanding and look forward to your positive response.

Sincerely,

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