

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a shift in the due date for [specific assignment, project, or task] that is currently due on [original due date].

Due to [briefly explain your reason, e.g., unforeseen circumstances, personal issues, workload], I am unable to meet the deadline without compromising the quality of my work. I believe that with a little more time, specifically until [proposed new due date], I can deliver a better result that aligns with our standards.

I understand the importance of deadlines and assure you that I do not take this request lightly. I appreciate your consideration of my situation and hope for a favorable response.

Thank you for your attention to this matter. Please let me know if you would like to discuss this further.

Sincerely,

[Your Name]

[Your Job Title/Position] (if applicable)