

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Due Date Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in the due date for [specific reference, e.g., invoice number, project name, etc.], originally due on [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, scheduling conflicts, etc.], I kindly request an extension until [proposed new due date]. I believe this additional time will allow me to [explain how the new date will benefit the project or situation].

I appreciate your understanding and consideration of my request. Please let me know if this adjustment is possible or if we can discuss alternative arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]