

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

[Recipient's Name]
[Recipient's Position]
[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 a modification to the due date for [specific task, project, or obligation] originally due on [original due date].

Due to [brief explanation of reason for request], I am unable to meet the current deadline. I kindly request an extension until [proposed new due date].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]