

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

Dear [Recipient Name],

Subject: Request for Extension of Time

I hope this message finds you well. I am writing to formally request an extension of time regarding [specific project, task, or deadline] originally due on [original due date].

[Explain the reason for the request, be concise and clear.]

After careful consideration, I believe that an extension until [proposed new deadline] would greatly assist in ensuring the quality and completeness of the work.

I appreciate your understanding and consideration of my request. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company]