

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

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

Dear [Recipient's Name],

Subject: Request for Extension of Time

I hope this letter finds you well. I am writing to formally request an extension of time for [specific task or deadline], which is currently due on [original due date].

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

I appreciate your consideration of my request and would be happy to discuss this matter further if needed. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]