

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an extension for [specific task or deadline] due on [original due date]. Due to [brief reason for the request], I would greatly appreciate if you could grant me an extension until [new proposed date].

Thank you for considering my request. I am committed to delivering quality work and appreciate your understanding.

Sincerely,
[Your Name]