

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

Dear [Recipient's Name],

Subject: Request for Time Extension

I hope this message finds you well. I am writing to formally request an extension on [specific project, assignment, or deadline] that is currently due on [original due date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, personal issues, or workload], I find myself unable to meet the original deadline. I am committed to maintaining the quality of my work, and I believe that an extension would allow me to deliver a more comprehensive and effective result.

I kindly request an extension of [specific time period you are requesting] to complete the necessary work. I assure you that I will utilize this additional time to ensure that the final submission meets the expected standards.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Department, if applicable]