

[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 Extension of Time

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

Due to [brief explanation of reason for the extension request, such as unforeseen circumstances, illness, workload], I am unable to meet the original deadline. I have made every effort to adhere to the timeline, but [elaborate briefly if necessary].

I kindly ask for an extension of [number of days/weeks] to successfully complete the work to the best of my ability. I believe this additional time will allow me to [explain how the extension will help you achieve a better outcome].

Thank you very much for considering my request. I appreciate your understanding and support. Please let me know if you need any additional information or if there are forms I should complete to formalize this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]