

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Extension of Time

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

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, personal reasons, etc.], I am unable to complete the requirements by the specified deadline. I believe that with an extension, I will be able to deliver a higher quality of work.

I kindly request an extension of [number of days/weeks] to complete the task. This will allow me ample time to ensure that all aspects are addressed thoroughly.

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

Sincerely,

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