

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

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

Dear [Recipient Name],

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

Due to [brief explanation of the reason, e.g., unforeseen circumstances, personal matters, etc.], I am unable to meet the original deadline. I believe that an extension would enable me to deliver work that meets the standards expected.

I kindly request an extension of [number of days/weeks] and would appreciate your consideration in granting this request. I am committed to ensuring that the work is completed to the best of my ability and believe this additional time will be beneficial.

Thank you for considering my request. I look forward to your understanding response.

Sincerely,

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