

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

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

Dear [Recipient's Name],

Subject: Request for Extension of Time

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

Due to [brief explanation of circumstances causing the delay], I am unable to meet the current deadline. I am therefore requesting an extension until [proposed new deadline].

I understand the importance of adhering to deadlines and assure you that I am committed to completing this task/project to the best of my ability. Your understanding and support in granting this extension would be immensely appreciated.

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

Sincerely,

[Your Name]

[Your Position, if applicable]