

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization 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 task, project, or deadline] originally due on [original due date].

Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, illness, workload], I am unable to meet the initial deadline. I believe that an extension will allow me to [mention how the extension will help improve the quality of your work or meet the project requirements].

I kindly request an extension until [proposed new deadline]. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Organization] (if applicable)