

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

[Recipient's Name]
[Recipient's Position]
[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 regarding [specific task, project, or deadline] due on [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, additional research needed, etc.], I am unable to meet the original deadline.

I kindly ask for an extension until [proposed new due date] to complete the required work to the best of my ability. I appreciate your understanding and consideration of this matter.

Thank you for your attention, and I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]