

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company 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 task, assignment, project, etc.], originally due on [original due date].

Due to [brief explanation of reason for the request], I am unable to meet the deadline as planned. Therefore, I kindly request an extension until [proposed new due date].

I appreciate your understanding and consideration of my request. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]