

[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],

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

[Briefly explain the reason for the request, including any relevant details or circumstances that have led to this situation.]

Given these circumstances, I kindly request an additional [number of days/weeks] to complete the work to the best of my ability. I believe this extension will allow me to [mention any benefits of granting the extension].

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information.

Sincerely,  
[Your Name]