

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's 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] originally due on [original due date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, personal issues, or additional challenges], I am unable to meet the deadline as planned. I believe that an extension would allow me to [explain how the extension will help, e.g., improve quality, conduct thorough research, etc.].

I kindly request an extension of [number of days/weeks] and propose that the new deadline be set for [proposed new due date]. I assure you that I will make every effort to complete the task within the extended timeframe.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you require any further information or if you would like to discuss this matter further.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]