

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request an extension on the deadline for [specific task or project name] that is currently due on [original deadline date].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, personal issues], I am unable to meet the deadline while maintaining the quality of work I strive to deliver.

I would greatly appreciate it if you could consider extending the deadline to [proposed new deadline date]. This additional time would allow me to complete the work to the best of my ability.

Thank you very much for considering my request. I am looking forward to your understanding and support.

Sincerely,  
[Your Name]