

[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],

Subject: Request for Extension of Time

I hope this letter finds you well. I am writing to formally request an extension of time regarding [specific task or project] originally due on [original due date].

Due to [briefly explain reason for the request, e.g., unforeseen circumstances, need for additional research, etc.], I believe that an extension would allow me to [mention what you hope to achieve or complete with the extension].

I kindly ask for an extension of [specify the amount of time you are requesting] and I assure you that I am committed to maintaining the quality and standards expected.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company/Organization Name, if applicable]