

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for [specific purpose, e.g., a project deadline, submission, etc.], originally due on [original due date].

Due to [brief explanation of the circumstances necessitating the request, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the current deadline. I believe that an extension would allow me to [reason why extension will be beneficial].

I kindly request an extension of [amount of time requested] to complete [the task, project, etc.]. I deeply appreciate your understanding and consideration of my request.

Thank you for your time, and I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position, if applicable]