

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

Due to [briefly explain reason for request, e.g., unforeseen circumstances, health issues, family emergencies], I am unable to complete the required work by the deadline. I am committed to maintaining the quality of my work and believe that additional time will allow me to achieve this.

I kindly request an extension of [number of days/weeks] and would be grateful for your understanding regarding my situation. I am more than willing to discuss this matter further if needed.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Student ID or Reference Number, if applicable]