

[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 project, task, or deadline] originally due on [original deadline date].

Due to [brief explanation of circumstances leading to the request, e.g., unforeseen circumstances, additional requirements, etc.], I believe that an extension is necessary to ensure that I can complete the task to the best of my ability.

I kindly request an extension until [proposed new deadline date]. I am confident that this additional time will allow me to deliver comprehensive and high-quality work.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]