

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the deadline for [specific project or task] originally due on [original deadline date].

Due to [brief explanation of the reasons for the request, e.g., unforeseen circumstances, additional data required, etc.], I believe that an extended timeline would allow us to [describe how the extension will benefit the project or outcome].

I kindly ask for an extension of [duration of extension requested] to ensure we can deliver the best possible results. I appreciate your understanding and consideration regarding this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]