

Subject: Request to Extend Deadline for [Project/Assignment Name]

Dear [Recipient's Name],

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

Due to [brief explanation of reason, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to complete the work to the best of my ability by the original deadline. I believe that a short extension would allow me to enhance the quality of my work.

If possible, I would greatly appreciate an extension until [proposed new deadline]. I understand the importance of deadlines and assure you that I am committed to delivering great work.

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

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[Your Company/Organization, if applicable]