

Subject: Request for Deadline Extension

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension on the [project/task name] deadline, currently set for [original deadline date].

Due to [brief explanation of the reason, e.g., unexpected challenges, workload, or personal circumstances], I believe that an extension would allow me to deliver a higher quality of work.

I propose a new deadline of [proposed new deadline date], which I believe will provide sufficient time to complete the project to the best of my ability.

Thank you for considering my request. I appreciate your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]