

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

Due to [briefly explain the reason for the extension request, e.g., unforeseen circumstances, personal issues, workload], I am unable to meet the initial deadline.

I would greatly appreciate your understanding and kindly ask for an extension until [proposed new due date]. I am committed to maintaining the quality of my work and believe that this additional time will allow me to achieve that.

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

Sincerely,
[Your Name]