

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

Due to [brief explanation of reasons for requesting an extension, e.g., unforeseen circumstances, illness, workload], I am unable to meet the current deadline while ensuring the quality of my work.

I kindly ask for an extension of [number of days/weeks you are requesting] to complete the project. I am committed to delivering my best work and believe that this additional time will allow me to achieve that. Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]