

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an extension for the deadline related to [Project/Task Name], which is currently due on [Original Deadline Date].

Due to [brief explanation of the reason for the request], I find myself in need of additional time to ensure that I can deliver the best quality work possible. I believe that an extension of [number of days/weeks you are requesting] would allow me to [explain how the additional time would help, if relevant].

I understand the importance of deadlines and appreciate your consideration of my request. Thank you for your understanding, and I look forward to your response.

Sincerely,

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