

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's 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 submission deadline for [specific project, paper, or task] originally due on [original deadline date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, additional research needed, personal reasons], I am finding it challenging to meet the current deadline. I believe that an extension would greatly enhance the quality of my work.

I kindly request an extension of [number of days/weeks] to complete the required submission. I assure you that I will use this additional time effectively to ensure that I submit the best possible work.

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

Sincerely,

[Your Name]

[Your Position, if applicable]