

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient'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 for the deadline of [Project Name], currently due on [Original Due Date].

Due to [reason for extension, e.g., unforeseen circumstances, additional research needed, etc.], I believe that an extension would allow me to deliver a higher quality outcome. Therefore, I kindly request an extension of [number of days/weeks] to complete the project by [Proposed New Due Date].

I appreciate your understanding and consideration of my request. I am committed to maintaining the quality of work and ensuring timely completion, and I believe this additional time will significantly contribute to that end.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]