

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

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

Dear [Recipient Name],

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

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to meet the original deadline. I am committed to completing the

[task/project/assignment] to the best of my ability and believe that additional time would allow me to achieve a higher quality of work.

I respectfully request an extension of [number of days/weeks you are asking for] and would appreciate any consideration you can provide. I am willing to discuss this matter further and provide any additional information or documentation if needed.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]