

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company 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 upcoming deadline for [specific project or assignment] currently due on [original deadline date].

Due to [brief explanation of the circumstances that are leading to the request], I am finding it challenging to meet the current timeline while ensuring the quality of work that is expected.

I would greatly appreciate an extension of [number of days/weeks you're requesting], which would allow me the necessary time to complete the task to the best of my abilities. I am committed to producing work that meets the standards of [Company/Organization Name] and I believe this extension will allow me to accomplish that.

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

Sincerely,

[Your Name]
[Your Contact Information]