

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[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 deadline for [Project Name], currently due on [Original Due Date].

Despite diligent efforts by our team, unforeseen circumstances have arisen that have hindered our progress. These include [briefly explain reasons, e.g., unexpected challenges, resource issues, etc.]. It is imperative for us to deliver a project that meets our high standards and fulfills the expectations set forth at the onset.

Therefore, I kindly request an extension of [proposed new deadline] to ensure that we have adequate time to address these issues thoroughly. I believe that this additional time will allow us to enhance the quality of our work and better serve the goals of the project.

I appreciate your understanding and consideration of this request. I am more than willing to discuss this matter further and provide any additional information you may require.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]