

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [specific project or assignment name], originally due on [original due date].

I have encountered [brief explanation of the reason for the request, e.g., unforeseen circumstances, additional research needed, personal matters], which has impacted my ability to complete the work by the originally scheduled deadline.

I would greatly appreciate an extension of [proposed new deadline] to ensure that I can deliver the quality of work that is expected. I am committed to maintaining the standards of our collaboration and appreciate your understanding of this matter.

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

Sincerely,
[Your Name]