

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 for the deadline on [specific project or assignment name] originally due on [original due date].

Due to [briefly explain reason for request, e.g., unforeseen circumstances, illness, etc.], I am unable to complete the project to the best of my abilities by the current deadline. I believe that an extension would allow me to deliver a higher quality result.

I kindly request an extension of [number of days/weeks] and propose a new deadline of [proposed new due date]. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]

[Your Position/Title, if applicable]