

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

[Recipient's Name]
[Organization's Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of Due Date

I hope this letter finds you well. I am writing to formally request an extension for the due date of [specific assignment, project, or task] originally scheduled for [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, health issues, workload], I am unable to meet the current deadline.

I kindly ask for an extension until [proposed new due date] to ensure I can complete the work to the best of my ability. I appreciate your understanding and consideration of my situation.

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

Sincerely,
[Your Name]