

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 discuss the possibility of obtaining some flexibility regarding the deadline for [specific project or task].

Due to [brief explanation of circumstances, e.g., unforeseen circumstances, workload, etc.], I am finding it challenging to meet the originally set deadline of [original deadline date]. I believe that an extension would greatly enhance the quality of my work and help ensure that I can deliver the results you expect.

I would greatly appreciate it if we could consider extending the deadline to [proposed new deadline date]. I understand the importance of timelines and assure you that I am fully committed to meeting our objectives.

Thank you for considering my request. I look forward to your understanding and hope to discuss this matter further.

Sincerely,

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