

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension on the deadline for [specific assignment/project name] originally due on [original due date].

Due to [briefly explain your reason, e.g., unexpected personal circumstances, health issues, or other commitments], I am unable to complete the work to the best of my ability by the original deadline. I am committed to maintaining the quality of my work and would greatly appreciate your understanding in this matter.

I kindly request an extension of [number of days or new proposed due date] to ensure I can meet the expectations of the assignment. I believe this additional time would allow me to produce work that reflects my true capabilities.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you require any further information or documentation.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Position/Year, if applicable]