

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

[Recipient's Name]
[Recipient's Title]
[Company 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 on the delivery date for [specific item or project].

Originally, the delivery was scheduled for [original delivery date].

However, due to [brief explanation of the reason for the request], we would appreciate your understanding in allowing us to extend the deadline to [proposed new delivery date].

We believe that this extension will ensure that we can meet the quality and standards expected for this project.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]