

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[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 my [type of application, e.g., IY application] originally due on [original due date]. Due to [brief explanation of the reason for the extension request], I am unable to submit my application by the deadline.

I believe that an extension would allow me the necessary time to present my best work and fulfill all requirements. If possible, I would kindly request an extension until [proposed new due date].

Thank you for considering my request. I greatly appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]