

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be unable to submit [Specify the item, e.g., "the report", "the assignment", etc.] by the original deadline of [Original Due Date]. [Briefly explain the reason for the delay, e.g., "Due to unforeseen circumstances including..."]

I understand the importance of meeting deadlines and assure you that I am making every effort to complete the work as quickly and accurately as possible. I am requesting an extension until [Proposed New Due Date] to submit my work.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if there are any forms or procedures I should follow regarding this request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]