

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
Ogden University
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for [specific request, e.g., a deadline, assignment, project, etc.] that is currently due on [original due date]. Due to [brief explanation of the reason for the request, e.g., personal circumstances, illness, workload], I am unable to meet the original deadline.

I am committed to maintaining the quality of my work and ensuring that I can complete the task to the best of my abilities. Therefore, I kindly request an extension until [proposed new deadline].

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]