

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization 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 for the [Project Name] project that is currently due on [Original Due Date].

Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, resource availability, etc.], I find that I am unable to meet the original deadline without compromising the quality of the work. I am requesting an extension of [number of days/weeks needed] to ensure that I can deliver a project that meets our standards of excellence. I appreciate your understanding and consideration of my request.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Department/Company Name]