

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Institution 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 the submission of [specific document, assignment, project, etc.], which was originally due on [original due date].

Due to [brief explanation of the reason for the late submission, e.g., unforeseen circumstances, personal issues, etc.], I was unable to complete the work by the deadline. I take my responsibilities seriously and am committed to maintaining the quality of my submissions.

I kindly ask for an extension until [proposed new due date] to finalize my work. I believe this additional time will allow me to deliver a more thorough and polished submission.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Course/Program, if applicable]