

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization 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 or project name] originally due on [original due date].

Due to [briefly explain reason for the request, e.g., unforeseen circumstances, additional research needed, etc.], I am unable to meet the current deadline. I believe that with additional time, I can enhance the quality and completeness of my submission.

I kindly request an extension of [number of days/weeks you are requesting] for the submission. This would allow me to deliver a more thorough and polished document.

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 Title/Position, if applicable]