

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[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 [specific purpose, e.g., submitting a report, completing a project, etc.], originally due on [original due date].

Due to [brief explanation of the reason for the extension request], I believe that an extension would allow me to deliver a more comprehensive and polished outcome.

I kindly request an extension of [number of days/weeks you need] and would greatly appreciate your understanding in this matter. I am committed to maintaining the quality of my work and ensuring that all requirements are met.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

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