

[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 on the deadline for [specific project or assignment name] originally due on [original deadline date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the current deadline without compromising the quality of my work. I believe that with a little additional time, I can achieve the standard that both you and I expect.

I kindly ask for an extension of [number of days/weeks] to [new proposed deadline date] to allow me to complete the project effectively. I appreciate your consideration of my request and look forward to your understanding.

Thank you for your attention to this matter. I am happy to discuss this further if needed.

Sincerely,
[Your Name]