

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 deadline of [Project Name/Description] originally due on [Original Due Date]. Due to unforeseen personal circumstances, I am unable to meet the current timeline and kindly ask for your understanding in this matter.

If possible, I would greatly appreciate an extension of [number of days/weeks] so that I can ensure the quality and completeness of my work. I am committed to maintaining the standards expected of my contributions and believe that additional time will benefit the project as a whole.

Thank you for considering my request. I am happy to discuss this further and explore any potential solutions. I look forward to your understanding and support.

Sincerely,
Your Name