

[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]

Subject: Request for Project Deadline Extension

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] originally due on [Original Due Date]. Due to unforeseen circumstances, specifically [briefly describe the circumstances, e.g., personal illness, unexpected delays, etc.], I am unable to complete the project by the specified deadline.

In order to maintain the quality and thoroughness of the project, I would greatly appreciate an extension of [number of days/weeks] to allow me to fulfill all requirements thoroughly. I believe this additional time will significantly benefit the overall outcome of the project.

Thank you for considering my request. I look forward to your understanding and support, and I am happy to discuss this matter further if needed.

Sincerely,

[Your Name]

[Your Job Title]