

[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 the publication schedule of my work titled "[Title of Your Work]," originally set for publication on [Original Publication Date].

Due to [briefly explain reason for request, e.g., unforeseen circumstances, need for additional research, personal matters], I believe that an extension would allow me to enhance the quality of my submission. I kindly ask for an extension of [number of weeks/months you desire] until [New Proposed Publication Date].

Thank you for considering my request. I appreciate your understanding and support. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Position/Title, if applicable]