

[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 am writing to formally request an extension for the [Project Name] project deadline originally set for [Original Deadline Date]. Due to [briefly explain reason for the extension request, e.g., unforeseen circumstances, resource availability, etc.], I believe that additional time is necessary to ensure that the project meets the expected standards of quality.

To address this, I kindly request an extension of [Number of Weeks/Days] with a new proposed deadline of [Proposed New Deadline Date]. I am committed to delivering the highest quality work and I believe this additional time will allow for a more thorough and successful completion.

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

Sincerely,
[Your Name]
[Your Job Title/Position]