

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization's Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a postponement for the submission of my report titled "[Report Title]," originally due on [Original Due Date].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, personal issues, or workload], I am unable to complete the report to the best of my abilities by the stipulated deadline. I believe that a short extension would allow me to deliver a higher quality report that meets our standards.

Therefore, I kindly request an extension until [New Proposed Due Date]. I appreciate your understanding and support regarding this matter.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]