

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Name], originally due on [Original Due Date]. Due to unforeseen circumstances, specifically [briefly explain the unexpected circumstances], I am unable to complete the project by the agreed-upon date.

In light of these challenges, I kindly ask for an extension of [number of days/weeks] to ensure that I can deliver the highest quality work possible. I believe that this additional time will allow me to meet the project requirements effectively.

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

Sincerely,  
Your Name