

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution 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 for the upcoming deadline for [specific assignment or project] due on [original deadline date]. Due to [brief explanation of the reason for the extension request], I am unable to complete the work by the original deadline.

I understand the importance of adhering to deadlines and assure you that I am committed to maintaining the quality of my work. Therefore, I would greatly appreciate an extension of [number of days/weeks requested] to allow me to submit a comprehensive and polished [assignment/project].

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

Sincerely,

[Your Name]