

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

Recipient's Name
Recipient's Position
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 for the submission of [specific document or project name] originally due on [original due date]. Due to [brief explanation of reason for delay], I believe that extra time would allow me to deliver a more comprehensive and high-quality submission.

If possible, I would greatly appreciate an extension until [proposed new due date]. I understand the importance of adhering to deadlines and assure you that I am committed to meeting the necessary requirements.

Thank you for considering my request. I look forward to your understanding and hope to hear from you soon.

Sincerely,
[Your Name]