

[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 hope this message finds you well. I am writing to inquire about the possibility of extending the due date for [specific assignment, project, or payment] originally due on [original due date].

Due to [briefly explain reason, e.g., unforeseen circumstances, personal reasons], I am unable to complete the [assignment/project/payment] by the initial deadline. I kindly request an extension of [number of days/weeks you believe is necessary] to ensure that I can provide the best possible outcome.

I appreciate your understanding in this matter and look forward to your positive response. Thank you for considering my request.

Sincerely,

[Your Name]