

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

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

Dear [Recipient's Name],

I am writing to formally request a postponement of the submission due on [original due date] for [project/report/paper name]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, illness, etc.], I am unable to complete the work by the original deadline.

I kindly request that the submission be extended to [new proposed due date]. This additional time will allow me to ensure that I deliver quality work that meets your expectations.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
Your Name