

[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 formally request an adjustment to the deadline for [Project Name], originally due on [Original Deadline Date]. Due to [brief explanation of the reasons, e.g., unforeseen circumstances, resource availability], I am concerned that I will not be able to meet the current deadline without compromising the quality of the work.

I kindly request an extension of [number of days/weeks] to ensure that I can deliver the best possible outcome for this project. I believe this additional time will allow for thorough research and careful implementation of all necessary components.

Thank you for considering my request. I am happy to discuss this matter further at your convenience. I look forward to your understanding and support.

Sincerely,  
[Your Name]