

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[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 extension for the submission deadline of [specific project or assignment name], currently due on [original deadline date]. Due to [brief explanation of the reason], I am unable to meet the original deadline.

Therefore, I kindly request an extension of [number of days/weeks] to enable me to submit work that meets the standards expected. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]