

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an extension on the deadline for [specific project or assignment] originally due on [original due date]. Due to [brief explanation of your reasons, e.g., unforeseen circumstances, personal issues, etc.], I am unable to complete the work to the best of my ability by the deadline.

I sincerely value the quality of my work and seek to ensure that I meet your expectations. If possible, I would greatly appreciate an extension until [proposed new deadline]. I believe this additional time will allow me to deliver a more thorough and high-quality piece.

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

Warm regards,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]