

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the submission deadline for [specific project or assignment name] originally due on [original due date].

Due to [brief explanation of the circumstances, e.g., unforeseen personal issues, illness, increased workload], I am unable to complete the work to the best of my ability by the specified deadline. I believe that an additional [number of days/weeks you are requesting] would allow me to enhance the quality of my submission.

I understand the importance of meeting deadlines and appreciate your consideration of my request. I am committed to delivering high-quality work and believe that this extension would facilitate that objective.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]