

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the deadline for the [Project Name] project, which is currently due on [Original Deadline Date].

Due to [brief reason for the request, e.g., unforeseen circumstances, additional data collection, etc.], I believe that an extension would greatly enhance the quality of the project.

If possible, I would like to request an extension of [proposed new deadline]. I appreciate your consideration of this matter and look forward to your positive response.

Thank you for your attention to this request. Please let me know if you need any further information.

Sincerely,

[Your Name]