

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [specific assignment/project name] originally due on [original due date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, health issues, etc.], I am unable to complete the assignment to the best of my ability by the current deadline.

Therefore, I kindly ask if you could grant me an extension of [number of days/weeks requested] to allow me to finalize my work. I am committed to maintaining the quality of my submissions and believe that this additional time will greatly assist me in achieving that goal.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]