

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change to the due date for the submission of [Project Name/Description]. Originally, the due date is set for [Original Due Date], but due to [reason for the request, e.g., unforeseen circumstances, resource constraints], I kindly request an extension until [Proposed New Due Date].

We believe that this additional time will enable us to enhance the quality of the project and meet the expectations outlined in the project scope. We are committed to delivering our best work and appreciate your understanding in this matter.

Please let me know if the proposed due date change is acceptable or if further discussion is needed. I look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]