

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in the deadline for [specific task or project name]. The original due date is set for [original due date], and I kindly request an extension to [new proposed due date].

This adjustment is necessary due to [brief explanation of the reason, e.g., unforeseen circumstances, resource availability, etc.]. I believe that this additional time will ensure the quality and success of the work being delivered.

I appreciate your understanding and consideration of this request. Please let me know if you would like to discuss this matter further or if additional information is needed. Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]