

Request for Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [specific task or project name] originally due on [original deadline date]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, workload], I am unable to complete the work to the best of my abilities by the current deadline.

I am committed to maintaining the quality of my work, and I believe that a brief extension would allow me to achieve that goal. Therefore, I kindly request an extension until [proposed new deadline]. I appreciate your understanding and support regarding this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]