

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Position  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request an extension of the completion deadline for [Project Name/Contract Name], originally due on [Original Due Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, resource delays], we find ourselves unable to meet the initial timeline without compromising the quality of our deliverables.

We are committed to maintaining the highest standards of work and believe that an extension of [number of days/weeks requested] would allow us to achieve this goal. We appreciate your understanding and support regarding this matter.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]