

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization 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 [Project Name], which is currently due on [Original Deadline Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, additional research needed], I believe that a short extension would significantly enhance the quality of the final deliverable.

Therefore, I kindly ask if it would be possible to extend the deadline to [Proposed New Deadline Date]. I assure you that this additional time will be utilized to ensure that the project meets the standards expected.

Thank you very much for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]