

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of the [Project Name] project, originally due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, resource constraints, etc.], I believe that additional time would greatly enhance the outcome of the project.

I kindly ask for an extension of [number of days/weeks] so that I can ensure the quality and effectiveness of the completed work. I am committed to delivering an exceptional project and appreciate your consideration of this request.

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

Sincerely,

[Your Name]

[Your Position/Title]