

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [Project Name/Description] originally due on [Original Due Date]. Due to [briefly explain reason for the extension request, e.g., unforeseen circumstances], I am unable to meet the initial deadline.

I am committed to delivering high-quality work and believe that an extension would allow me to achieve the desired standards. Therefore, I kindly request an extension of [number of days/weeks] until [Proposed New Due Date].

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if you need any further information.

Sincerely,

[Your Name]