

# Letter of Application for Project Deadline Postponement

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

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

Dear [Recipient Name],

I am writing to formally request a postponement of the deadline for the [Project Name] project, currently due on [Original Due Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, resource shortages], I am unable to meet the original timeline.

I kindly request an extension of [number of days/weeks needed for the extension], which would allow my team to ensure that we meet the quality standards expected for this project. We remain committed to delivering the best results and believe that this additional time will significantly enhance our output.

Thank you for considering my request. I am looking forward to your favorable response.

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