

# Subject: Discussion on Project Timeline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the project timeline for [Project Name]. As we have recently encountered some challenges, I believe it is important to consider an extension to ensure the quality and success of our deliverables.

During our last meeting, we identified several key factors affecting our progress, including [insert factors]. To maintain our standards and meet our goals, I propose we extend the project deadline by [insert proposed duration]. This adjustment would provide us the necessary time to address these issues effectively.

I would appreciate the opportunity to discuss this further and explore how we can collaboratively ensure the project's success.

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

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]