

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a delay in the deadline for the [Project Name] project, originally scheduled for [Original Deadline Date]. Due to [briefly explain the reason for the requested delay], we are unable to meet the current timeline.

We believe that an extension of [number of days/weeks] will allow us to deliver the quality of work expected and ensure that all project specifications are thoroughly met. We are committed to maintaining the high standards of our output and believe this additional time will positively impact the results.

Thank you for considering our request. I would be happy to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]