

# Inquiry for Project Completion Deadline Extension

Date: [Insert Date]

To: [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 inquire about the possibility of extending the deadline for [Project Name/Description]. Due to [briefly explain reasons: unforeseen circumstances, resource limitations, etc.], we are facing challenges that may affect our ability to meet the original deadline of [Original Deadline Date].

We value the quality of our work and want to ensure that we can deliver the best possible results. Therefore, I would like to request an extension of [number of days/weeks] to complete the project by [Proposed New Deadline Date].

Your understanding and support in this matter would be greatly appreciated. Please let me know if you need any further information or if we can discuss this matter at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]