

# Project Extension Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] which is currently set to be completed by [Original Deadline]. We have encountered certain unforeseen challenges that have impacted our timeline, including [briefly specify the challenges faced].

In light of these factors, we believe that an extension of [number of weeks/months] will allow us to deliver the project to the highest standard possible. We are committed to [mention any steps being taken to address the challenges and ensure project success].

We appreciate your understanding and support regarding this matter. Please let us know if you require any additional information or if there are forms we need to fill out to formalize this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]