

Petition for Extension of Project Deadline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of the [Project Name] project, originally due on [Original Due Date]. Due to [brief description of reasons such as unforeseen circumstances, additional research needed, etc.], I believe that additional time would allow us to enhance the quality of the final deliverable.

Therefore, I kindly ask for an extension of [number of days/weeks] until [Proposed New Due Date]. I assure you that this additional time will be utilized effectively to meet the project requirements thoroughly.

Thank you for considering this request. I appreciate your understanding and support, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]