

Proposal for Extended Project Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Extended Timeline on [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an extension of the timeline for the [Project Name] project. Due to [briefly explain reasons such as unforeseen circumstances, additional requirements, etc.], we believe that an extension is necessary to ensure the quality and success of the final deliverable.

We propose to extend the project deadlines as follows:

- **Current Deadline:** [Insert Current Deadline]
- **Proposed New Deadline:** [Insert Proposed New Deadline]

We understand the importance of adhering to timelines and assure you that this extension will allow us to address the remaining tasks effectively. We are committed to maintaining open communication and providing regular updates throughout this extended period.

Thank you for considering this proposal. I am available for a meeting to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]