

Request for Project Deadline Extension

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, which is currently due on [Original Due Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional research needed], I am unable to meet the original timeline.

I believe that with a short extension of [number of days/weeks], I can deliver a much stronger project that meets our shared expectations. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]