

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 request an extension on the deadline for the [Project Name] project, originally due on [Original Deadline Date]. Due to the necessity of conducting additional research to ensure the quality and comprehensiveness of the project, I would greatly appreciate your consideration of an extended deadline.

Through my recent assessments, I have identified critical areas where further research is needed to enhance the project outcomes. An extension would enable me to delve deeper into these areas, ensuring that the final deliverable meets our shared standards of excellence.

I understand the importance of timelines and assure you that I am committed to maintaining progress on the project. If possible, I would like to propose a new deadline of [Proposed New Deadline Date], which I believe will afford me the necessary time to complete the project to the best of my abilities.

Thank you for considering my request. I appreciate your understanding and support. I am looking forward to your favorable response.

Best regards,

[Your Name]

[Your Title/Position]

[Your Organization]