

# Request for Project Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Deadline Extension for [Project Name]

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] due to unforeseen budget constraints that have arisen.

As you are aware, we initially set the project deadline for [Original Deadline]. However, due to [briefly explain reason for budget issues], we have encountered significant challenges in executing the project as planned. This has impacted our ability to meet the original timeline without compromising the quality of the final deliverable.

In light of these circumstances, I respectfully request an extension of [number of weeks/months] to complete the project. This additional time will allow us to adequately address the financial challenges and ensure that we deliver a product that meets our shared standards of excellence.

Thank you for considering this request. I am happy to discuss this matter further and provide any additional information you may need.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]