

Project Deadline Extension Request

Dear [Client's Name],

I hope this message finds you well. I am writing to request an extension on the deadline for the [Project Name] project due to unforeseen delays in receiving client feedback.

We value your input greatly, and to ensure that we deliver a product that meets your expectations, we require additional time to incorporate your feedback effectively. We kindly ask for an extension of [number of days/weeks] to complete our work to the highest standard.

Thank you for your understanding and support. We look forward to your feedback and hope to continue working together smoothly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]