

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of the [Project Name] initially scheduled for [Original Deadline Date].

Due to unforeseen resource limitations, including [briefly explain the limitations, e.g., staffing shortages, technical difficulties, etc.], we find ourselves unable to meet the original timeline without compromising the quality of the project.

We respectfully request an extension of [number of days/weeks] to ensure we can deliver the best possible outcome. We believe that with this additional time, we can adequately address the current challenges and complete the project to our mutual satisfaction.

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

Looking forward to your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]