

Subject: Request for Project Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] due to significant changes that have recently occurred in the project scope.

As you are aware, the recent [describe the major project change briefly, e.g., "shift in project requirements" or "addition of new stakeholders"] has impacted our original timeline. We believe that an extension would enable us to effectively address these changes and maintain our commitment to quality.

We would appreciate your understanding in this matter and kindly request an extension of [specify the duration of the extension needed, e.g., "two weeks"] to ensure we can deliver the best possible outcome. We are committed to keeping you updated on our progress throughout this period.

Thank you for considering our request. I am happy to discuss this further if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]