

# Project Deadline Extension Request

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]

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 unforeseen circumstances related to illness within our team.

Unfortunately, several key team members have fallen ill, which has significantly impacted our progress. We are committed to maintaining the quality of our work and believe that this extension would allow us the necessary time to deliver a project that meets our high standards.

We kindly request an extension of [number of days/weeks] to complete the project. We believe this additional time will allow our team to recover fully and continue our work effectively.

Thank you for considering our request. We appreciate your understanding and support during this challenging time.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]