

# Project Deadline Extension Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

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] project, originally due on [Original Due Date]. Unfortunately, we have encountered unforeseen technology issues that have hindered our progress.

Despite our team's best efforts to resolve these issues promptly, the ongoing challenges have impacted our timeline significantly. To ensure we deliver a high-quality outcome, we believe that an extension would allow us the necessary time to address these concerns adequately.

We kindly request an extension of [Number of Days/Weeks] to complete the project, with a new deadline of [Proposed New Due Date]. We are committed to maintaining open communication and will keep you updated on our progress.

Thank you for considering our request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]