

Project Deadline Extension Announcement

Dear [Team/Recipient's Name],

We hope this message finds you well. We would like to inform you that the deadline for the [Project Name] has been extended. The new deadline is now set for [New Deadline Date].

This extension has been granted to ensure that all team members have sufficient time to complete their tasks without compromising on quality.

We appreciate your hard work and dedication to this project. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]