

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the upcoming deadline for the [Project Name] project originally scheduled for [Original Deadline Date].

After careful consideration and assessment of our current progress, we believe that an adjustment to the timeline is necessary to ensure the project's success. Therefore, we would like to propose a new deadline of [Proposed New Deadline Date].

We understand that this may cause some inconveniences, but we are confident that this extension will allow us to deliver a more comprehensive and high-quality outcome. We appreciate your understanding and support regarding this matter.

Please let us know if you would like to discuss this further or if there are any concerns.

Thank you for your attention.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]