

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the timeline of the [Project Name] due to [brief explanation of reasons, e.g., unforeseen circumstances, resource constraints].

We have made significant progress on the project; however, the reasons mentioned above have impacted our ability to meet the original deadlines. After careful consideration, we believe that an extension of [specific duration] would allow us to deliver the project's desired quality and outcomes.

I am confident that with this additional time, we can ensure the project meets the highest standards. I would be happy to discuss this matter further and address any concerns you may have.

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

Sincerely,

[Your Name]

[Your Position]