

Your Name
Your Position
Your Company
Your Address
Your City, State, Zip Code
Your Email
Your Phone Number
Date

Recipient Name
Recipient Position
Recipient Company
Recipient Address
Recipient City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the [Project Name] that is currently in progress. Due to unforeseen resource constraints, we are concerned about our ability to meet the original project deadline.

We believe that extending the project timeline will ensure that we can deliver the highest quality results. We would like to discuss the possibility of an extension and any potential implications this might have.

Could we schedule a meeting to discuss this further? We appreciate your understanding and support regarding this matter.

Thank you for considering our request. I look forward to your response.

Sincerely,
Your Name
Your Position