

Notification of Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of time to finalize the project titled "[Project Name]." Due to [briefly explain reason, e.g., unforeseen circumstances, need for additional research, etc.], I find that I will require additional time to ensure the quality and thoroughness of the final deliverables.

While I initially planned to complete the project by [original deadline], I would like to propose an extension until [new proposed deadline] to adequately address the outstanding issues and meet the project goals.

I appreciate your understanding and support regarding this matter. Please let me know if you would be open to discussing this request further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]