

Letter of Solicitation for Extension on Project Completion

[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 on the completion timeline for the [Project Name] project, originally due on [Original Due Date]. Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, challenges faced, etc.], we believe that additional time would allow us to deliver a product that meets our shared standards of quality.

We are committed to ensuring the successful completion of this project and have taken measures to mitigate any delays moving forward. I kindly request that the new completion date be moved to [Proposed New Due Date].

I appreciate your understanding and consideration regarding this matter. Please let me know if we can discuss this further or if you require any additional information.

Thank you for your attention to this request.

Sincerely,
[Your Name]
[Your Position]
[Your Company]