

Project Deadline Extension Request

Date: [Insert Date]

To: [Client's Name]

[Client's Company]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the current timeline for the [Project Name]. Due to [brief explanation of reasons such as unforeseen circumstances or additional requirements], we are requesting an extension to the project deadline.

We believe that an extension will ensure that we deliver a product that meets your expectations and incorporates all necessary elements. We propose extending the deadline to [new proposed deadline]. This additional time will allow us to [insert what the additional time will be used for].

Please let us know if this extension is acceptable or if you would like to discuss this matter further. We appreciate your understanding and support as we work to complete the project.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]