

# Request for Project Deliverable Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Extension on Project Deliverable

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the delivery of [Project Name/Deliverable] which is currently due on [Original Due Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, resource constraints], we believe that additional time would be beneficial to ensure the quality and success of the project.

We propose a new deadline of [Proposed New Due Date], which we believe will allow us to complete our work thoroughly and meet the project's objectives. We remain committed to maintaining effective collaboration within the team and are confident that this extension will enhance our overall output.

Thank you for considering this request. I look forward to your understanding and support. Please let me know if you would like to discuss this further.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]