

Project Extension Notification

Dear Team,

I hope this message finds you well. I am writing to inform you that, after careful consideration and evaluation of our current progress on the [Project Name], we have decided to extend the project timeline.

The new deadline for the project is now set for [New Deadline Date]. This extension will allow us to enhance our output and ensure that we meet our quality standards.

Please continue to work collaboratively and share any updates or concerns during this period. Your hard work and dedication are greatly appreciated.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]