

# Project Extension Justification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## Subject: Justification for Project Extension

Dear [Recipient's Name],

I am writing to formally request an extension for the [Project Name] due to unforeseen circumstances that have impacted our performance tracking and deliverables. Despite our team's diligent efforts, we have encountered several challenges, including [briefly describe challenges such as resource constraints, unexpected technical issues, etc.].

In order to maintain the quality and effectiveness of our project outcomes, we believe that an extension of [specific time period] will allow us to adequately address these issues and ensure all objectives are met. We have implemented a revised plan that includes [briefly outline revised plan or measures being taken].

We appreciate your understanding and support in this matter. Please let us know if you need any additional information or documentation to process this request. We look forward to your favorable response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]