

Project Extension Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally propose an extension for the [Project Name] project originally scheduled for completion on [Original Completion Date]. Due to [briefly state the reason for extension, e.g., unforeseen circumstances, additional requirements], we believe that additional time is necessary to ensure the project meets its intended goals and quality standards.

We kindly request an extension of [number of days/weeks/months] to the project timeline, which would allow us to [state benefits or outcomes of the extension]. We are committed to maintaining open communication throughout this process and ensuring that we address any concerns you may have.

Please let us know a convenient time for us to discuss this proposal further. We appreciate your consideration and understanding, and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]