

Request for Project Extension

Date: [Insert Date]

To: [Insert Funding Agency Name]

From: [Your Name]

[Your Position]

[Your Organization]

[Contact Information]

Dear [Recipient's Name],

I am writing to formally request an extension for the funding of our project titled "**[Project Title]**," originally set to conclude on [Original End Date]. We have encountered unforeseen challenges that have necessitated additional time to ensure the successful completion of our objectives.

Despite our dedicated efforts, we have faced [briefly describe challenges, e.g., delays, resource limitations], which have impacted our timeline. We believe that an extension of [number of months/period] will allow us to successfully address these issues and accomplish our project goals.

We kindly request an extension of our current funding agreement until [Proposed New End Date]. We are committed to maintaining transparency and will provide regular updates on our progress during this extended period.

Thank you for considering our request. We greatly appreciate your continued support and look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]