

# Project Phase Extension Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Project Phase Extension

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the current phase of our strategic planning project, [Project Name], which is scheduled to conclude on [Original End Date].

Due to [briefly explain reason for extension, e.g., unforeseen challenges, need for additional research, etc.], we believe that extending the deadline will allow us to achieve the project goals more effectively.

We propose to extend the project phase by [proposed extension duration, e.g., 4 weeks] with a new completion date of [New End Date]. This will enable us to [explain expected outcomes with the extension].

We appreciate your understanding and support in this matter and look forward to your positive response.

Thank you for considering our request. Please feel free to reach out if you require any further information or discussion regarding this extension.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]