

Project Scope Extension Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Project Scope Extension and Resource Allocation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the project scope for [Project Name]. As we progress, it has become clear that additional resources are necessary to achieve our project objectives effectively.

The initial timeline and allocated resources have proven insufficient due to [brief explanation of reasons, e.g., unforeseen challenges, increased project requirements]. In order to ensure the success of the project, I propose the following adjustments:

- Extension of project deadline to [new proposed date].
- Additional resources required: [list resources needed, e.g., personnel, budget, tools].

This extension and resource allocation will allow us to maintain the quality of work that is expected, and I believe it is in the best interest of all stakeholders involved.

I appreciate your consideration of this request and am available for discussion at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]