

# Request for Project Timeline Extension

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Request for Approval of Project Timeline Extension

Dear [Stakeholder Name],

I hope this message finds you well. I am writing to formally request your approval for an extension of the timeline for the [Project Name] project. Due to [briefly explain reasons for delay, e.g., unforeseen circumstances, resource availability, etc.], we are unable to meet the initially agreed-upon deadline of [original deadline].

In light of these developments, we propose a new completion date of [proposed new deadline]. We believe that this extension will allow us to ensure the quality and success of the project without compromising on deliverables.

Attached to this letter, you will find a revised project timeline outlining key milestones and deliverables for your review. We are committed to maintaining transparency and will keep you updated on our progress throughout this period.

We kindly request your approval for this timeline extension at your earliest convenience. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]