

# Request for Project Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for our current project, [Project Name], which is due on [Original Deadline].

As we progress, it has become evident that additional research is necessary to ensure the quality and thoroughness of our final deliverables. This additional time would allow us to gather more comprehensive data and insights to enhance our work.

Therefore, I kindly request an extension of [Number of Days/Weeks] to the deadline. I believe this extra time will significantly improve the outcome of the project.

Thank you for considering my request. I look forward to your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]