

# Request for Project Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of the [Project Name] due on [Original Deadline Date]. Unfortunately, several members of our team have fallen ill, which has significantly impacted our productivity.

Given the circumstances, we believe that a brief extension would allow us to deliver a higher quality outcome without compromising our team's health. We kindly request an extension of [number of days/weeks] to complete the project. We are committed to maintaining the quality of our work and appreciate your understanding in this matter.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]