

Subject: Request for Extension on Project Deadline

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Name], originally scheduled for [Original Deadline Date]. Our team has encountered some delays in receiving essential feedback from your side, which has affected our ability to proceed as planned.

We believe that taking additional time will allow us to fully incorporate your feedback and meet the project objectives effectively. Therefore, we kindly ask for an extension of [Number of Days/Weeks] to ensure we can deliver the best possible outcome.

We appreciate your understanding and support in this matter. Please let us know if this extension can be accommodated, and if so, the new deadline we should aim for.

Thank you for your attention to this request. We look forward to your response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]