

## **Subject: Request for Extension on Project Deadline**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] due to unforeseen collaboration issues that have arisen.

Despite our team's best efforts to coordinate and communicate effectively, we have encountered some challenges that have hindered our progress. [Briefly describe the issues, e.g., communication delays, resource unavailability, etc.]. As a result, we believe that an extension would allow us to enhance the quality of our work and meet the project's objectives more effectively.

We kindly request an extension of [specific time period or new deadline] to ensure that we can address these issues adequately. We are committed to maintaining the high standards expected of our collaboration and appreciate your understanding in this matter.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]