

Request for Project Deadline Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

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 recent changes in the project scope, it has become necessary to adjust our timeline to ensure the quality and completeness of the deliverables.

The modifications in the project scope include [briefly describe the changes, e.g., additional requirements, changes in objectives, etc.]. As a result, our current deadline of [original deadline date] will not provide sufficient time to meet the new requirements without compromising the quality of our work.

Therefore, I kindly request an extension of [number of days or weeks requested] to allow us the necessary time to integrate these changes effectively. I believe this extension will ultimately contribute to a more successful outcome for the project.

I appreciate your understanding and consideration of this request. I am happy to discuss this matter further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]