

# Request for Project Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

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 resource constraints.

Despite our team's efforts to stay on schedule, we have encountered several challenges, including [briefly describe resource constraints, e.g., limited manpower, unexpected technical difficulties, etc.]. These issues have impacted our progress, and we believe that additional time will allow us to deliver the high-quality results that we strive for.

We are committed to maintaining the project's integrity, and as such, I kindly request an extension of [insert number of weeks/days] to effectively complete the project. I am confident that this additional time will greatly enhance the final outcome.

Thank you for considering this request. I am open to discussing this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]