

Subject: Request for Adjustment of Project Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current timeline for the [Project Name] project.

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, resource availability], I believe it would be beneficial to reassess the project deadlines. Adapting the timeline would enable us to maintain the quality and effectiveness of our work.

I propose extending the project deadline by [number of days/weeks] to allow for a thorough and robust completion of all tasks involved. I am confident that this adjustment will result in a more successful outcome.

Thank you for considering this request. I am open to discussing this further and would appreciate your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]