

Request for Project Extension

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Request for Extension of Project Timeline

Dear [Recipient Name],

I am writing to formally request an extension on the [Project Name] originally scheduled to be completed by [Original Completion Date]. Due to unforeseen circumstances, including [briefly explain reasons such as resource shortages, unexpected challenges, etc.], we find ourselves in need of additional resources to meet the project requirements.

In order to deliver the project to the standards expected, we kindly request an extension of [number of days/weeks] to allow for the allocation of additional resources and ensure quality completion.

We appreciate your understanding and support in this matter. Please let us know if you require any further information or if we can discuss this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]