

Project Extension Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the project timeline for [Project Name/Description] due to unexpected delays that have arisen. These delays were caused by [briefly describe reasons for delays, e.g., inclement weather, material shortages, labor issues].

We have made every effort to mitigate these delays, but despite our best efforts, we find ourselves unable to meet the original deadline of [Original Deadline Date]. To ensure the successful completion of the project to the high standards expected, we kindly request an extension of [number of days/weeks] to the completion date, moving it to [Proposed New Deadline Date].

We appreciate your understanding in this matter, and we remain committed to delivering the project successfully. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further details or wish to discuss this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]