

Request for Project Extension

Date: [Insert Date]

To:

[Client's Name]

[Client's Company]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] regarding the [Project Name/Description], specifically in relation to the recent changes requested by your team on [Date of Changes].

As we have discussed, the adjustments to the project scope have resulted in a need for additional time to ensure the quality and integrity of the work being performed. Therefore, we kindly request an extension of [number of days/weeks] to the current project deadline.

We believe that this additional time will allow us to effectively implement the changes and continue to meet the high standards expected by your team. We are committed to completing the project to your satisfaction and appreciate your understanding in this matter.

Please let us know if we can provide any further information or if a meeting can be arranged to discuss this request in detail.

Thank you for your attention to this matter. We look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]