

Request for Project Extension Due to Manpower Shortage

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension on the current project timeline for [Project Name] due to unforeseen manpower shortages that have significantly impacted our progress.

Despite our best efforts to maintain the original schedule, we have encountered difficulties in securing adequate workforce levels required to meet the project deadlines. This situation has arisen due to [briefly explain reason for manpower shortage, e.g., illness, labor market conditions].

As a solution, we are taking the necessary steps to address this issue, including [mention actions being taken, e.g., recruiting additional staff, overtime work]. However, to ensure that we can deliver the quality of work expected, we kindly request an extension of [number of weeks or months] for the project completion date.

We appreciate your understanding and support in this matter. Please let us know a convenient time to discuss this request further. We are committed to the successful completion of the project and look forward to continuing our collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]