

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

Subject: Request for Project Extension due to Scope Adjustments

I hope this message finds you well. I am writing to formally request an extension for the [Project Name/Description] due to necessary adjustments to the project scope that have arisen.

As we progress, it has become clear that [briefly explain the reason for the adjustments, e.g., changes in specifications, unforeseen circumstances, etc.]. These adjustments are critical to ensure the quality and integrity of the final deliverable.

To accommodate these changes, we propose an extension of [number of weeks/months] to the project timeline. We believe this additional time will enable us to meet the project goals effectively and deliver the best possible results.

We appreciate your understanding and support regarding this matter. Please do not hesitate to reach out if you have any questions or require further details regarding our request.

Thank you for considering our request.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]