

# Request for Project Extension

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request an extension for the [Project Name] subcontract, originally scheduled to be completed by [Original Completion Date].

Due to [briefly explain reasons for the extension request, e.g., unforeseen circumstances, delays, etc.], we believe that an extension would allow us to ensure the quality and efficacy of our work.

We are committed to finding collaborative solutions and would like to propose a meeting to discuss this matter further. We believe that together we can identify an effective path forward that benefits all parties involved.

Thank you for considering our request. We look forward to your understanding and support. Please let us know a suitable time for you to discuss this matter further.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]