

# Project Timeline Extension Request

**Date:** [Insert Date]

**To:** [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the project timeline for [Project Name] due to [reason for extension, e.g., unforeseen circumstances, material delays, etc.].

We have encountered [briefly explain the issue and impact on timeline]. As a result, we believe it is essential to extend the deadline to ensure the quality and success of the project.

We kindly request an extension of [number of days/weeks] from the original deadline of [original deadline date] to [proposed new deadline]. We are committed to overcoming these challenges and completing the project successfully.

Thank you for considering our request. We appreciate your understanding and support. Please let us know if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]