

Extension Approval for Project Timelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval of Extension Request for Project Timelines

Dear [Recipient's Name],

We have reviewed your request for an extension on the project timelines for [Project Name] due to [mention reason]. After careful consideration, we are pleased to inform you that your request has been approved.

The new timeline for the project is as follows:

- Phase 1: [New Date]
- Phase 2: [New Date]
- Final Submission: [New Date]

We appreciate your dedication to maintaining the quality of work on this project and understand the necessity for the extension. Please ensure that all deliverables are met by the updated deadlines.

If you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]