

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the deadline of the [Project Name]. Due to [briefly explain reason, e.g., unforeseen circumstances, resource availability], we are unable to meet the original deadline of [original deadline date].

In light of this, I kindly propose extending the deadline to [proposed new deadline]. This extension will allow us to maintain the quality of work and ensure that all project requirements are met satisfactorily.

Thank you for considering this request. I am happy to discuss this further if needed and look forward to your understanding and support.

Sincerely,

[Your Name]