

Letter of Appeal for Project Timeline Modification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a modification to the project timeline for the [Project Name] funded by [Agency Name]. Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, resource availability, etc.], we believe that an extension would enable us to deliver a more effective and impactful outcome for the community we serve.

Our initial timeline was designed with the best intentions, but [provide specific examples or details that justify the modification]. Therefore, we are seeking an extension of [proposed new timeline or specific dates].

We are committed to maintaining the quality of our project and ensuring that we achieve our goals, which ultimately align with the mission of [Agency Name]. We appreciate your understanding and support as we navigate these challenges.

Thank you for considering our request. I am happy to provide any further information you may need and discuss this matter at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]