

To Whom It May Concern

Date: [Insert Date]

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the deadline for the [Project Name] project, originally scheduled for completion on [Original Deadline]. Due to [briefly explain reason, e.g., unforeseen circumstances, resource allocation, etc.], we are unable to meet this deadline.

After careful consideration, we propose extending the deadline to [Proposed New Deadline]. We believe this additional time will allow us to effectively complete the project and ensure that we meet the standards expected by our agency and stakeholders.

We appreciate your understanding regarding this matter and are committed to maintaining open lines of communication. Please let us know if you need any further information or if you would like to discuss this request in more detail.

Thank you for your attention to this matter. We look forward to your understanding response.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]