

# Letter of Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Social Service Agency

[Agency Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the deadline for the [Project Name] project currently scheduled for completion on [Original Deadline].

Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, need for additional resources], we believe that an extension would enable us to enhance the quality of our work and better meet the project objectives.

We would greatly appreciate your consideration of this request and are open to discussing a revised timeline that would be mutually beneficial.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]