

# Letter of Justification for Project Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Agency's Name]

[Agency's Address]

Dear [Recipient's Name],

We are writing to formally request an extension for the [Project Name] under [Agency/Organization Name]. Due to unforeseen circumstances, including [briefly explain reasons like resource availability, community needs, etc.], we believe that an extension is necessary to ensure the successful completion of the project.

The original timeline set for the project was [insert original timeline], and we have made significant progress as outlined in our previous reports. However, we have encountered [specify challenges/obstacles], which have hindered our ability to meet the projected deadlines.

By granting this extension, we anticipate being able to [explain what you aim to achieve with the extra time and how it benefits the project/community]. We are committed to delivering quality results and ensuring that the objectives of our project are fully met.

We propose an extension of [insert desired length of extension] to allow us to implement the necessary adjustments. We are optimistic that such an extension will result in [list potential positive outcomes].

Thank you for considering our request. We appreciate your ongoing support and understanding. Please feel free to contact us at [your contact information] for any further information or clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[Your Phone Number]

[Your Email Address]