

Notification of Project Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Social Service Agency Name]

[Address]

Dear [Recipient's Name],

We are writing to formally notify you that due to unforeseen circumstances, we are requesting an extension for the [Project Name] project, originally scheduled to conclude on [Original End Date].

The reasons for this request include [briefly outline reasons, e.g., additional data collection needs, staffing shortages, etc.]. To ensure the successful completion of the project and to meet our objectives effectively, we propose to extend the project timeline by [proposed extension period].

We believe that this extension will enhance our outcomes and allow us to deliver more comprehensive results. We kindly ask for your support and understanding regarding this request.

Please feel free to reach out if you require further details or wish to discuss this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]