

Proposal for Extended Timeline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Agency's Name]

[Agency's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an extension of the timeline for the [Project Name] under the [Project Fund/Program Name]. Given the complexities and unforeseen challenges encountered during the initial phases, we believe that an adjusted timeline will lead to more effective outcomes and comprehensive service delivery.

Over the past months, our team has encountered several obstacles including [briefly explain specific challenges]. Despite our best efforts to adhere to the original schedule, these factors have necessitated a reevaluation of our timeline.

We respectfully propose an extension of [number of months/weeks] for the completion of the project. This additional time would allow us to [explain benefits of the extension, e.g., improve service quality, better meet community needs, etc.]. We are committed to delivering a project that meets our shared goals of [insert goals].

Thank you for considering this request. We greatly appreciate your support and understanding. I am looking forward to discussing this proposal further and am available for a meeting at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]