

Request for Extension of Project Timeline

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] currently underway under the auspices of [Agency Name]. The project was originally scheduled to conclude on [Original End Date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, additional data collection needs, etc.], we believe that an extension would greatly benefit the project's outcome and allow us to meet our objectives more comprehensively.

We are therefore requesting an extension of [Number of days/weeks/months] to complete the project by [Proposed New End Date]. We are committed to delivering high-quality results and ensuring the project's success.

Thank you for considering our request. We greatly appreciate your support and understanding. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]