

# Request for Project Deadline Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Name/Description], currently due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, additional research needed], I am unable to meet the initial deadline.

In light of these circumstances, I would greatly appreciate your consideration in extending the deadline to [Proposed New Due Date]. This additional time would enable me to deliver a more thorough and high-quality outcome for the project.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position/Title]

[Company/Organization Name]