

Notification of Extended Timeline Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Extended Timeline on [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the timeline for the [Project Name] due to [brief explanation of the reasons, e.g., unforeseen challenges, resource delays, etc.].

Despite our team's best efforts to adhere to the original schedule, we have encountered [explain specific issues]. As a result, we believe that extending the project timeline will allow us to deliver a higher quality outcome.

We propose [insert proposed new timeline or specific dates], which we believe will accommodate the necessary adjustments and ensure we meet the project objectives effectively.

Thank you for considering our request. I am happy to discuss this matter further and provide any additional information you may need. Please let me know a convenient time for you.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]