

Dear [Recipient's Name],

We are writing to inform you of an important update regarding the timeline for the [Project Name] project.

Due to [reason for extension], we have decided to extend the project timeline. The new deadline for the completion of the project will be [new deadline date]. We believe that this extension will allow us to deliver a higher quality outcome and ensure that all aspects of the project are fully addressed.

Please feel free to reach out if you have any questions or require further clarification regarding this change.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]