

Consulting Engagement Deadline Adjustment

Date: [Insert Date]

[Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the deadline for our current consulting engagement regarding [specific project or service].

Due to [brief explanation of the reason for the adjustment, e.g., unforeseen circumstances, need for additional data], we believe that extending the deadline will allow us to provide you with the highest quality of service and ensure that we meet our project objectives effectively.

We propose to adjust the deadline from [original deadline] to [new proposed deadline]. We are confident that this additional time will enhance our analysis and the final deliverables.

Please let us know your thoughts on this proposed adjustment. We appreciate your understanding and support as we work to ensure the success of this project.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]