

Consulting Project Duration Extension Request

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to discuss the current status of our consulting project, [Project Name], and to propose an extension of the project duration.

As we progress, we have encountered several unforeseen circumstances that have impacted our timeline, including [briefly outline specific reasons, e.g., unexpected challenges, resource availability, etc.]. We believe that with a little more time, we can ensure that all aspects of the project are delivered to the highest standard.

We are therefore requesting an extension of [number of weeks/months] to the project timeline. This would allow us to [mention what will be accomplished with the extension, e.g., conduct thorough analysis, ensure comprehensive implementation, etc.].

We appreciate your understanding and support regarding this matter. Please let us know a convenient time for us to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]