

# Project Deadline Reassessment

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of the deadline for the [Project Name] due to [brief reason for the reassessment, e.g., unforeseen circumstances, resource constraints].

After careful evaluation of our current progress and the challenges we are facing, I believe that an adjusted timeline would enable us to maintain the quality standards expected for this project. I propose that we extend the deadline by [insert number of days/weeks] to ensure all objectives are met effectively.

Thank you for considering this request. I am looking forward to your understanding and support. Please let me know a convenient time for us to discuss this matter further.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]