

Subject: Request for Extension on Project Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] project, which is currently due on [Original Due Date].

Due to [brief explanation of the reasons for the delay, e.g., unforeseen circumstances, resource challenges, etc.], I am unable to meet the original timeline without compromising the quality of the project. I believe that an extension would allow me to deliver a final product that meets or exceeds expectations.

I kindly request an extension of [number of days/weeks you propose] to complete the project. This additional time will ensure a thorough and high-quality outcome.

Thank you for considering my appeal. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]