

Application for Extension of Expired Project Timeline

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of the deadline for the [Project Name] project, which expired on [Original Deadline Date]. Due to [briefly state reasons for the delay, e.g., unforeseen circumstances, resource availability], we were unable to meet the original timeline.

We have implemented measures to address these issues and are now requesting an extension of [number of weeks/months] to complete the project effectively. We believe that with this additional time, we can deliver a high-quality output that meets the project's objectives.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]