

Inquiry Regarding Project Deadline Reinstatement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the reinstatement of the deadline for the [Project Name] project. Due to [brief explanation of reasons for delay], we are concerned about how this could affect our overall timeline and deliverables.

We would appreciate any updates you could provide regarding the status of the deadline and any potential adjustments that might be necessary to meet our goals effectively.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]