

Request for Project Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Name] which is currently due on [Original Due Date]. Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, resource issues, etc.], we are unable to meet the original timeline.

We have made significant progress on the project, including [mention any completed milestones or achievements]. However, to ensure the quality and effectiveness of the final deliverable, I kindly request an extension of [number of days/weeks] until [Proposed New Due Date].

I assure you that this additional time will be utilized to enhance the project outcomes and meet the expectations set forth. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]