

Petition for Project Deadline Adjustment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the deadline for the [Project Name] project, which is currently due on [Original Deadline Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, resource delays, etc.], we believe that an extension would greatly enhance our ability to deliver quality work and meet the project's objectives.

We kindly ask for an extension of [number of days/weeks] until [Proposed New Deadline Date]. This additional time would enable us to [explain how the extension will benefit the project or improve outcomes].

Thank you for considering this request. I am happy to discuss this matter further and provide any additional information you may need.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]