

# Letter of Representation for Extension of Project Deadline

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]

Dear [Recipient's Name],

Subject: Request for Extension of Lapsed Project Deadline

I hope this letter finds you well. I am writing to formally request an extension for the deadline of the [Project Name] project, which was originally scheduled to be completed by [Original Deadline Date]. Due to [briefly explain reason for delay, e.g., unforeseen circumstances, resource constraints], we have encountered challenges that have hindered our ability to meet the initial timeline.

In light of these circumstances, we kindly request an extension of [number of days/weeks] to allow us to complete the project to the best of our ability. We believe that this additional time will enable us to deliver a final product that meets the high standards expected by [Recipient's Organization].

We appreciate your understanding and consideration of our request. Please let us know if you require any further information or if we can discuss this matter at your earliest convenience.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]