

Request for Extension of Evaluation Period

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Extension of Evaluation Period for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the evaluation period for the [Project Name], which is currently set to conclude on [Original End Date]. Due to [briefly explain reason for extension, e.g., unforeseen circumstances, need for additional data, etc.], we believe that extending the evaluation period will allow us to gather more comprehensive insights and ensure the project's success.

We respectfully propose a new evaluation end date of [Proposed End Date]. This additional time will enable us to [mention what you aim to achieve with the extension, e.g., complete necessary assessments, incorporate stakeholder feedback, etc.].

Thank you for considering our request. We are committed to delivering a thorough and impactful evaluation and look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]