

# Subject: Flexible Project Deadlines

Dear [Recipient's Name],

I hope this message finds you well. I wanted to discuss the current deadlines for the [Project Name] project. Given the unforeseen circumstances and challenges we have encountered, I believe it would be beneficial for us to consider more flexible deadlines.

Flexibility in our timeline would allow us to maintain the quality of our work while accommodating any unexpected delays. I propose that we extend the deadlines by [insert proposed timeline adjustments] and adjust milestones as needed.

Let me know your thoughts on this matter. I am confident that with a more adaptable schedule, we can achieve our goals without compromising on quality.

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]