

September 25, 2023

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my regret regarding the request for an extension on the deadline for [Project Name]. After careful consideration and discussion with my team, we have concluded that, unfortunately, we are unable to accommodate this request.

We understand the challenges that arise during project development and appreciate the effort you have put into this project. However, we are bound by the original time frame due to [reasons for not being able to extend the deadline]. We believe that adhering to this timeline is essential for maintaining our overall project schedule and commitments to other stakeholders.

We value our collaboration and would like to continue working closely with you to ensure the successful completion of the project within the original timeline. If there's anything we can assist you with in this regard, please let us know.

Thank you for your understanding, and we look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]