

Request for Extension of Research Project Scope

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request an extension for the scope of the research project titled "[Project Title]," originally scheduled to conclude on [Original End Date]. Due to [briefly explain the reason for the request, such as unforeseen circumstances, additional findings, etc.], it has become clear that an expanded scope is necessary to achieve our research objectives effectively.

We believe that extending the project will allow us to [explain how the extension will enhance the project's outcomes, such as providing more comprehensive data, improving research quality, etc.]. Therefore, we kindly request an extension of [number of months/weeks] to adequately complete the revised objectives.

Please find attached our proposed revised project plan and timeline for your review. I am hopeful that you will consider our request favorably. I appreciate your attention to this matter and am looking forward to your positive response.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

Email: [Your Email]

Phone: [Your Phone Number]