

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the timeframe for the [Project Name] project due to [reason for extension].

As you are aware, our team has been diligently working towards meeting the project deadlines; however, [provide brief explanation of circumstances necessitating the extension].

We believe that extending the timeframe will allow us to achieve the desired quality and outcomes. We propose an extension of [number of days/weeks] to ensure all aspects of the project are completed effectively.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]