

Inquiry About Project Extension Eligibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the eligibility for an extension on the [Project Name] project that is currently set to conclude on [Current End Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, resource availability, etc.], I would like to explore the possibility of extending the project timeline.

Could you please provide me with details regarding the criteria for eligibility and the process involved in applying for an extension? I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]