

Request for Project Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Justification for Project Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] project, originally due on [Original Due Date].

Due to [briefly explain the reasons such as unforeseen circumstances, resource availability, or project complexities], I believe that an extension would greatly enhance the quality of the final deliverable. I assure you that this additional time will allow me to [explain anticipated improvements or outcomes].

I am therefore requesting an extension of [number of days/weeks] to complete the project, with a new proposed deadline of [Proposed New Due Date]. I appreciate your understanding and consideration regarding this request.

Thank you for your attention to this matter. I look forward to your favorable response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]