

Letter of Recommendation for Extending Project Due Date

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend a project deadline extension for [Project Name], currently due on [Original Due Date]. As [Your Position] at [Your Organization], I have been overseeing the progress of this project and have observed several factors that necessitate an extension.

Due to [Briefly explain reasons such as unforeseen circumstances, resource availability, etc.], the team requires additional time to ensure that the project meets the highest standards of quality and effectiveness.

Extending the deadline by [Proposed New Due Date] will allow us to address these challenges adequately and ultimately deliver a more successful outcome. I strongly believe that this extension is in the best interest of the project and all stakeholders involved.

Thank you for considering this request. Please feel free to contact me at [Your Email] or [Your Phone Number] for any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]