

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the timeline for the [Project Name] project. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, resource availability, etc.], we believe that an extension would be beneficial to ensure the project meets our quality standards.

We kindly request an extension of [specify duration of extension requested] to accommodate the necessary adjustments. We are committed to delivering the project successfully and believe that this additional time will help us achieve that goal.

Thank you for considering our request. I would be happy to discuss this matter further at your earliest convenience. Please let me know a suitable time for you.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]