

Request for Project Timeline Extension

Date: [Insert 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 on the timeline for the [Project Name]. Due to [brief explanation of the reason for the delay such as unforeseen circumstances, additional requirements, etc.], we are unable to meet the original deadline of [original deadline date].

To ensure the quality and success of the project, we kindly request an extension of [number of weeks/days] weeks, moving the deadline to [new proposed deadline]. We believe this additional time will allow us to [mention how the extension will benefit the project].

We appreciate your understanding and support in this matter. Please feel free to reach out if you need any further information or clarification.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]