Extension Request for Project Completion

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the completion of the [Project Name] originally due on [Original Due Date]. Due to [briefly explain reason for extension request, e.g., unforeseen circumstances, additional requirements], I believe that an extension would allow us to deliver a more thorough and quality result.

We are dedicated to maintaining the high standards expected of our work and would appreciate your consideration of this request. We propose to extend the deadline to [Proposed New Due Date], which we believe is a reasonable timeframe to address the outstanding tasks.

Thank you for considering this request. I am happy to discuss this further and provide any additional information you may require.

Warm regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]