

[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]

## **Subject: Request 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/Description] currently due on [Original Due Date]. Due to [briefly explain reason for request, e.g., unforeseen circumstances, additional research needed, etc.], I believe that an extension would allow me to enhance the quality of the project and meet the expected standards.

I kindly request an extension of [number of days/weeks] to complete the project by [Proposed New Deadline]. I appreciate your understanding and consideration regarding this matter.

Please let me know if you require any further information or if we can discuss this request at your convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]