

Justification for Extension of Project Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Extension of Project Timeline

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 [briefly describe the reason, e.g., unforeseen circumstances, resource availability, etc.], we have encountered delays that impact our ability to meet the original deadlines.

Despite our best efforts to stay on schedule, the following challenges have arisen:

- [Challenge 1]
- [Challenge 2]
- [Challenge 3]

In order to ensure the success of the project and maintain the quality of our deliverables, I propose extending the timeline by [number of weeks/months]. This additional time will allow us to address these challenges thoroughly and make the necessary adjustments to meet our objectives.

I appreciate your understanding and support in this matter. Please let me know if you would like to discuss this further or require any additional information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]