

# Letter of Request for Extension on Project Deadline

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Name] which is currently due on [Original Due Date]. Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, resource issues, etc.], I believe that additional time would allow us to deliver a final product that meets the standards expected.

Therefore, I kindly request an extension of [number of days/weeks] to complete the project. This additional time will ensure that we can address the outstanding issues thoroughly and provide a result that aligns with our shared objectives.

Thank you for considering my request. I am hopeful for a positive response and am willing to discuss this matter further if needed. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]