

Proposal for Continued Work

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Continued Work Past Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a continuation of my work on [Project Name/Description] beyond the initially agreed deadline of [Original Deadline Date].

Due to [brief explanation of reasons for the delay], I believe that extending the timeline will allow for the successful completion of the project. I am committed to delivering high-quality results and am confident that with additional time, I can achieve the desired outcomes.

I would like to suggest an extension of [proposed new deadline] for the completion of the project. This would provide me with the necessary time to ensure that all aspects are thoroughly addressed.

I appreciate your understanding and consideration of my request. I am happy to discuss this further and address any concerns you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]