

Request for Prolonging Project Deadline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

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] project, originally due on [Original Due Date]. Due to [briefly explain reasons, e.g., unforeseen circumstances, resource constraints, etc.], I believe that an extension would allow us to deliver the highest quality of work possible.

We are committed to maintaining the standards of excellence that you expect from us and appreciate your understanding regarding this matter. I kindly request an extension of [number of days/weeks] to complete the project. We believe this additional time will allow us to achieve the project goals effectively.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]