

Request for Project Deadline Adjustment

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Email]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the deadline for the [Project Name] project originally scheduled for [Original Deadline Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, resource availability], we are facing challenges that may impede our ability to meet the current timeline.

To ensure that we deliver a high-quality outcome, I would like to propose a new deadline of [Proposed New Deadline Date]. I believe this extension will allow us to address the outstanding issues effectively and ensure the project's success.

I appreciate your understanding and consideration regarding this request. Please let me know if we can discuss this matter further or if you require any additional information.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]