

Request for Project Extension

Date: [Insert Date]

To: [Client/Project Owner Name]

[Client Address Line 1]

[Client Address Line 2]

Dear [Client/Project Owner Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name/Contract Number] due to necessary design changes that have arisen during the course of the project.

As you are aware, these changes have required us to reassess our timelines and resources to ensure that the final product meets the expected quality and standards. We believe that extending the project deadline will allow us to accommodate these modifications effectively and deliver a result that meets your vision.

We propose an extension of [number of days/weeks], with a new completion date set for [new completion date]. We appreciate your understanding and support as we navigate these adjustments.

Thank you for considering our request. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]