

# Project Extension Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Request for Project Extension and Additional Resources

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] project due to the unforeseen need for additional resources.

During the course of the project, we have encountered [briefly explain the challenges or reasons for the additional resources needed]. As such, to ensure the successful completion of the project, we kindly request additional resources in the form of [specify resources required, e.g., manpower, equipment, materials].

We believe that with these additional resources, we can meet the project requirements and deliver the expected quality. Therefore, we seek your approval for a project extension of [insert duration] to accommodate these changes.

Thank you for considering our request. I am looking forward to your positive response. Please feel free to reach out if you have any questions or require more information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]