

Project Extension Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Request for Project Extension Due to Schedule Conflicts

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] scheduled to be completed on [Original Completion Date]. Due to unforeseen schedule conflicts, we are unable to adhere to the original timeline.

Specifically, we have encountered the following challenges:

- [Describe Schedule Conflict 1]
- [Describe Schedule Conflict 2]
- [Describe Schedule Conflict 3]

In light of these conflicts, we propose a new completion date of [Proposed Completion Date]. We believe that this extension will allow us to deliver the quality and standards expected of our work.

Please let us know if this extension is acceptable to you, or if you would like to discuss it further at your convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]