

Project Extension Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the [Project Name/Description] deadline originally set for [Original Deadline]. Due to unforeseen circumstances relating to material procurement, we find it necessary to request additional time to ensure the quality and integrity of the materials being utilized in this project.

We have encountered delays in the supply chain, which have impacted our ability to source the specified high-quality materials required for the project. To maintain our commitment to excellence and deliverables, we believe that an extension of [Proposed New Deadline] would allow us to source the appropriate materials, while also adhering to our quality standards.

We appreciate your understanding and support regarding this matter. We assure you that this extension will enable us to complete the project to your satisfaction. Please let us know if you require any further information or if we can discuss this request in more detail.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]