

Project Extension Request

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

Dear [Client's Name],

Subject: Request for Project Extension Approval

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] initially scheduled for completion on [Original Completion Date].

Due to [briefly explain reasons for the extension, e.g., unforeseen circumstances, delays in material delivery, etc.], we require additional time to ensure the project meets the high standards we both expect.

We recommend an extension of [number of days/weeks] to allow us to complete the remaining work effectively. We assure you that we are fully committed to delivering quality results and that this extension will help prevent any further delays.

We appreciate your understanding and support regarding this matter. Please let us know if you require any additional information or have any concerns. We are looking forward to your favorable response.

Thank you for your attention and consideration.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]