

Project Extension Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the [Project Name] due to recent budget revisions that have impacted our project timeline.

As you are aware, the initial budget for the project has undergone significant changes, which have resulted in delays in the procurement of essential materials and resources. To ensure the successful completion of the project without compromising quality, we seek an additional [number of weeks/months] to the original deadline.

We are committed to maintaining open communication and transparency throughout this process and will work diligently to complete the project as efficiently as possible during the extended time. Please find attached documentation supporting our request for the extension.

We greatly appreciate your understanding and support regarding this matter. I look forward to discussing this request further and am hopeful for a positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]