

Project Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] contract originally scheduled for completion on [Original Completion Date]. Due to unforeseen delays caused by [specific reasons for delays, e.g., weather conditions, supply chain issues, etc.], we are unable to meet the original deadline.

We have taken all possible measures to mitigate these delays, but despite our efforts, it has become evident that additional time is needed to ensure the successful completion of the project.

Therefore, we kindly request an extension of [number of days/weeks] to the project timeline, moving the completion date to [Proposed New Completion Date]. This additional time will allow us to maintain the quality and standards expected by [Recipient's Company Name].

We appreciate your understanding regarding this matter and are more than willing to discuss any questions or concerns you may have. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]