

Request for Project Deadline Extension

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] project initially scheduled for completion on [Original Deadline]. Due to [brief reason for the extension request, e.g., unforeseen circumstances, additional requirements], we have encountered some delays.

To ensure that we maintain the quality of work you expect and deserve, I kindly request an extension of [number of days/weeks] to the new proposed deadline of [Proposed New Deadline]. This additional time will allow us to complete the project thoroughly without compromising on quality.

We appreciate your understanding and support in this matter. Please let me know if we can discuss this further or if you require any additional information regarding this request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]