

# Letter of Demand for Extended Project Timelines

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 of the project timelines for [Project Name]. As you are aware, the scope of this project has evolved due to [briefly explain reason for delay, e.g., unforeseen circumstances, changes in project scope, etc.].

Given these circumstances, I believe that extending the deadlines would allow us to maintain the quality and thoroughness that we strive for in our deliverables. I propose an extension of [insert proposed new deadlines] to ensure we meet all project requirements.

Thank you for considering my request. I look forward to your positive response and am happy to discuss this matter further at your earliest convenience.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]