

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Appeal for Extension of Project Deadline

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] due to [briefly state reasons for the delay, e.g., unforeseen circumstances, supply chain issues, etc.].

Our original deadline is set for [original deadline date], and we have encountered challenges that have hindered our progress, specifically [detailed explanation of challenges].

We have taken several steps to mitigate these issues, including [mention any actions taken]. However, despite our best efforts, we find ourselves needing additional time to ensure the project meets the quality standards expected.

Therefore, we kindly request an extension of [number of days/weeks] past the original deadline, making the new proposed deadline [new proposed deadline date]. We believe this additional time will allow us to deliver a project that meets both our and your expectations.

Thank you for considering our request. We appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]