

Subject: Request for Project Deadline Extension

Dear [Recipient'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, originally due on [Original Due Date].

Due to [briefly explain reason for the extension request, e.g., unforeseen circumstances, resource availability], I am unable to meet the original deadline. I believe that with a little more time, specifically until [Proposed New Due Date], I can deliver a higher quality of work and meet the project objectives effectively.

I appreciate your understanding and consideration of my request. Please let me know if you need any further information or if we can discuss this matter at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]