

Subject: Request for Extension on Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the timeline for the [Project Name] that is currently underway. Due to [brief explanation of reasons for extension, e.g., unforeseen circumstances, resource delays], we are unable to meet the original deadline.

In light of this, I would like to formally request an extension of [specific time period, e.g., two weeks, one month], which I believe will allow us to ensure the quality and success of the project. We remain committed to delivering the best possible outcome and appreciate your understanding in this matter.

Thank you for considering our request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]