

Formal Extension Proposal for Project Timeline

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the timeline for our current project, [Project Name]. Due to [briefly explain the reason for the extension request], we believe that a modification to the timeline is necessary to ensure the successful completion of the project.

Initially, the project was scheduled to be completed by [original deadline]. However, we propose to extend the deadline to [proposed new deadline]. This extension will allow us to [explain what will be accomplished with the extra time].

We understand the importance of adhering to timelines, and we are committed to delivering a high-quality outcome. Please let us know if you would like to discuss this proposal further or if any additional information is required.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]