

Subject: Justification for Extension of Project Deadline

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of the [Project Name] originally scheduled for [Original Deadline Date]. Due to unforeseen circumstances, we have encountered several challenges that have hindered our progress.

Specifically, [briefly explain the reasons for the delay, e.g., unexpected technical difficulties, resource availability, or other relevant issues]. These factors have significantly impacted our timeline and the quality of the final deliverable.

Given these circumstances, I respectfully request an extension of [number of days/weeks] to ensure we meet the project's objectives and deliver high-quality outcomes. The new proposed deadline would be [Proposed New Deadline Date].

We are committed to resolving the current challenges and appreciate your understanding and support. Please let me know if you require any more information or would like to discuss this matter further.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]