

Request for Project Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

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 Deadline Date]. Due to [mention reason: unforeseen circumstances, additional research needed, etc.], I believe that an extension would allow me to deliver work that meets our shared standards of quality.

I am therefore kindly requesting an extension of [number of days/weeks] until [Proposed New Deadline Date]. I believe this additional time will greatly enhance the outcome of the project.

Thank you for considering my request. I am committed to delivering the best possible results and appreciate your understanding in this matter. Please let me know if you would like to discuss this further.

Sincerely,

[Your Name]

[Your Position, if applicable]