

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of extending the completion date for our current contract (Contract Number: [Contract Number]), which is set to conclude on [Original Completion Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, project delays], I believe that an extension would benefit both parties involved.

We are committed to delivering the best quality work and want to ensure that we have adequate time to meet the expected standards. Therefore, I would like to discuss potential options for extending the completion date and any implications this may have on our contractual obligations.

Please let me know a convenient time for us to discuss this matter further. Thank you for considering my request, and I look forward to your response.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]