

Letter of Justification for Contract Extension

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's 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 of the completion timeline for [specific project name or contract number] originally set to conclude on [original completion date].

The reason for this request is [briefly explain the reason for the delay, e.g., unforeseen circumstances, resource availability, etc.]. Despite our team's dedicated efforts, these challenges have impacted our ability to meet the original deadline.

We are committed to delivering the highest quality of work and believe that extending the timeline by [proposed extension duration] will allow us to achieve the desired outcomes without compromising on quality.

I appreciate your understanding and consideration of this request. Please do not hesitate to reach out if you require any further information or clarification regarding this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]