

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the need for additional time to complete the contract for [Project Name/Description] due to [reason for delay, e.g., unforeseen circumstances, resource availability, etc.].

We have encountered [specific issues or challenges], and despite our best efforts, we believe that an extension of [number of days/weeks] is necessary to ensure the quality and completeness of the project.

We propose to extend the completion date to [new completion date]. We appreciate your understanding and support in this matter and are committed to delivering the best possible outcome.

Please let us know if this extension can be accommodated. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]