

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for the completion of [Project/Contract Name] due to unforeseen circumstances that have impacted our timeline.

Despite our best efforts to adhere to the original schedule, we have faced [briefly explain the unforeseen circumstances, e.g., supply chain issues, weather delays, etc.]. These factors have hindered our progress and we believe that additional time is necessary to ensure the project is completed to the highest standard.

We kindly request an extension of [number of days or months] to complete the project. We are committed to maintaining open communication and keeping you updated on our progress in the meantime.

Thank you for considering our request. I am hopeful for a favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]