

Contract Re-evaluation Request for Project Extension

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a re-evaluation of our current contract regarding the [Project Name]. As we continue to navigate the challenges presented during the execution of this project, I believe that an extension would be in the best interest of both parties.

Due to [briefly explain reasons for the request, e.g., unforeseen circumstances, additional requirements, etc.], we have encountered delays that have made it difficult to meet the original deadlines. To maintain the quality and effectiveness of the project, an extension of [specify duration] is necessary.

I would appreciate the opportunity to discuss this matter further and explore potential adjustments to our timeline. Please let me know your availability for a meeting at your earliest convenience.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]