

# Report on Extension of Contract Deadlines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Extension of Contract Deadlines

Dear [Recipient Name],

I am writing to formally request an extension of deadlines set forth in our current contract regarding [specific project or service]. Due to [brief explanation of the reasons, e.g., unforeseen circumstances, resource constraints], we believe that an extension would be beneficial for both parties involved.

The original deadlines were established for [mention the specific tasks or deliverables]. We propose extending the deadlines to [proposed new dates] to ensure that we maintain the quality and effectiveness of the project.

We appreciate your understanding of our situation and believe this extension will allow us to deliver results that meet our shared expectations.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]