

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Extension on Project Completion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional time for the completion of the [Project Name] originally due on [Original Due Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, resource delays, etc.], I believe that an extension would allow us to maintain the quality of work expected.

I propose an extension until [Proposed New Due Date], which I believe would provide sufficient time to overcome the current challenges and successfully complete the project. I am committed to ensuring that we meet the project requirements and standards.

Thank you for considering my request. I am available for a discussion at your earliest convenience and look forward to your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]