

Request for Project Extension

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the [Project Name] that is currently due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, additional research required], I am unable to complete the project to the best of my ability within the initially agreed timeframe.

In light of this, I kindly request an extension of [Number of days/weeks] to ensure that I can deliver quality work that meets our standards. I believe that with the additional time, I will be able to address the necessary components and provide a more thorough outcome.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if we can discuss this further.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]