

# Request for Project Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Justification for Project Deadline Extension Request

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of the [Project Name]. The current deadline is set for [Current Deadline Date], and I am seeking an extension until [Proposed New Deadline Date].

Due to [briefly explain the reasons for the extension, e.g., unforeseen circumstances, resource availability, unexpected challenges], I believe that an extension is necessary to maintain the quality and integrity of the project.

I have already implemented [mention any measures taken to mitigate delays] to ensure timely completion and will continue to prioritize this project moving forward.

I appreciate your understanding and consideration of my request. I am happy to discuss this matter further if needed.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]