

# Notice for Project Extension

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Subject: Request for Extension of Project Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] deadline originally scheduled for [Original Deadline Date]. Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, resource constraints], we are unable to meet the initial deadline.

We have made significant progress on the project and believe that with a short extension, we can deliver a product that meets our quality standards. Therefore, we kindly request an extension of [Proposed New Deadline], which will allow us to complete the remaining tasks successfully.

Thank you for considering our request. We appreciate your understanding and support. Please let us know if you require any further information or if a meeting can be scheduled to discuss this matter in detail.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]