

Petition for Prolonged Project Duration

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

We, the undersigned, are writing to formally petition for an extension of the duration of the [Project Name].

Due to [explain reasons for needing an extension, e.g., unforeseen circumstances, resource constraints, etc.], we believe that additional time is necessary to ensure the successful completion of the project. Extending the project duration will allow us to maintain the quality and integrity of the deliverables.

We propose the following new timeline for project completion: [Insert proposed new timeline].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]

Signatures:

[Signature lines for other stakeholders]