

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Email]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the timeline for [Project Name]. Due to [reason for the request, e.g., unforeseen circumstances, additional requirements], we are finding it increasingly challenging to meet the initial deadlines.

To ensure the successful completion of the project and maintain the quality of our deliverables, I propose extending the timeline by [proposed duration for extension, e.g., two weeks]. This adjustment will allow us to accommodate [brief explanation of what will be achieved with the extension].

I appreciate your understanding and consideration of this request. I am confident that these changes will ultimately benefit the project and all stakeholders involved. I am available for a discussion at your earliest convenience, should you require further details.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]