

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the upcoming deadline for [Project/Task Name], originally scheduled for [Original Deadline Date].

Due to [brief reason for the extension request, e.g., unforeseen circumstances or additional requirements], we kindly request an extension of the deadline to [Proposed New Deadline]. This additional time will ensure that we can deliver the high-quality work you expect and deserve.

Please let us know if this new deadline works for you or if you have any further suggestions. We greatly appreciate your understanding and support.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]