

# Notification of Extended Deadline for Project Completion

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that the deadline for the completion of the [Project Name] has been extended.

Originally set for [Original Deadline Date], the new deadline is [Extended Deadline Date]. This extension has been granted to ensure that all aspects of the project can be completed to the highest standard.

We appreciate your hard work and dedication to this project, and we encourage you to take this additional time to finalize any outstanding tasks.

If you have any questions or need further assistance regarding this extension, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]