

Dear [Recipient's Name],

Thank you for your request for an extension on the deadline for [specific project or task]. We appreciate your commitment to delivering quality work.

After careful consideration, I regret to inform you that we are unable to grant an extension on the deadline originally set for [original deadline date]. Maintaining our timeline is crucial for [reason for maintaining the deadline].

However, we encourage you to reach out if you need assistance or resources to help you meet this timeline. We appreciate your understanding in this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]