

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of Time for [Project Name/Reference Number]

I hope this message finds you well.

I am writing to formally request an extension of time for the [Project Name/Reference Number] scheduled for completion on [Original Completion Date]. Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, resource availability, etc.], we are unable to meet the original timeline.

We kindly request an extension of [number of days/weeks] to complete the project satisfactorily. This additional time will ensure we meet all quality standards and deliver the project as expected.

We appreciate your understanding and support regarding this matter.

Please let us know if you require any further information or if there are forms that need to be completed for this request.

Thank you for considering our request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]