

Formal Request Letter for Extension of Project Deadline Due to Unforeseen Circumstances

[Your Name]
[Your Position/Title]
[Department/Organization Name]
[Address Line 1]
[Address Line 2]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Request for Extension of Project Deadline

Dear [Recipient's Name],

I am writing to formally request an extension of the deadline for the **[Project Name]**, originally scheduled for completion on **[Original Deadline]**. Due to unforeseen circumstances, specifically **[briefly state the unforeseen circumstance, e.g., supply chain delays, technical issues, resource shortages, etc.]**, we have encountered challenges that have temporarily impeded the project's progress.

Despite our best efforts and proactive measures to address the situation, these challenges remain outside our immediate control. I want to assure you that our team is fully committed to upholding the quality standards of this project and is working diligently to minimize any delays.

In light of the current situation, I kindly request an extension of the project deadline to **[Proposed New Deadline]**. This additional time will allow us to ensure that all aspects of the project meet the required specifications and expectations.

We value our collaboration and open communication, and I remain dedicated to keeping you informed of our progress. Please let me know if you require any additional information or a meeting to discuss this matter further.

Thank you very much for your understanding and consideration. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Department/Organization]