

Sample Formal Letter for Extension of Deadline (Requested by Client)

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Service Provider/Contractor Company Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Extension of Project Deadline

I am writing to formally request an extension of the deadline for [project name/deliverable name], which was originally scheduled for delivery/completion on [original deadline date].

Due to [briefly explain reason, e.g., unforeseen circumstances, the need for additional revision, resource constraints, etc.], we believe that an extension will allow us to ensure the highest quality of work and fulfillment of all agreed-upon requirements.

We kindly request an extension of the deadline to [proposed new deadline date]. We are confident that this additional time will enable us to deliver work that meets or exceeds your expectations.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation on this matter. Please let us know if you require any further information or if there are any alternative solutions you would suggest.

Thank you very much for your attention to this request. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company/Organization Name]