

Corporate Project Extension Email

Subject: Request for Project Deadline Extension

Dear [Manager Name],

Due to unforeseen challenges in the [Project Name] project, including [Brief Reason], I am requesting an extension of [Number of Days] for the project deadline originally set for [Original Deadline]. This additional time will allow me to ensure all deliverables are completed accurately and to the highest standard.

I apologize for any inconvenience this may cause and am available to discuss any adjustments necessary.

Thank you for your consideration.

Best regards,

[Your Name]

[Position / Department]

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