Request Letter for Approval

To

Project Manager

XYZ Private limited

[Address]

[Date]

Dear Sir/Madam,

I'm writing to ask for an extension on Project \_\_\_\_\_\_, which is now due because of a delay in our anticipated timeline. As you are aware, our team has been working on [project] for the previous [no. of days/months/etc.]. Our team has committed itself wholeheartedly to creating an exceptional \_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_ and is currently working in phase \_\_\_\_ of the project. We're looking forward to getting closer to delivering our next deliverable, but we've had some unexpected delays as a result of the following factors:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An adjustment of the deadline will result in the following positive outcomes:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are 100 percent committed to completing the rest of this project. It's been a real pleasure working on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have any further questions that would assist me in making an informed decision, please let me know.

Thank you,

[Your Name]