

[Your Name]
[Your Title]
[Your Department]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]

Subject: Request for Deadline Extension on Remediation Plan Milestones

Dear [Recipient Name],

I am writing to formally request an extension for the following milestones associated with the [Project Name/Reference Number] Remediation Plan, currently scheduled for completion on [Original Date].

Specifically, we are requesting a new deadline of [Proposed New Date] for the following milestones:

- [Milestone Name 1]
- [Milestone Name 2]

This request is due to [Briefly state reason, e.g., technical delays, resource constraints, or unforeseen dependencies]. Despite these challenges, we have made progress in [Mention a completed task] and remain committed to resolving the identified issues.

To ensure we meet the revised timeline, we have implemented the following adjustments: [Briefly mention recovery steps]. We believe this extension will allow us to complete the remediation thoroughly and maintain the required quality standards.

Please let us know if this proposal is acceptable or if you require further documentation regarding our progress. Thank you for your understanding and continued support.

Sincerely,

[Your Signature]
[Your Printed Name]