

IU Southeast CCDC Team

Date:

To:

Team:

Inject:

Subject:

To,

Due to unforeseen circumstances, we are not currently able to [what the inject is asking for]. We will be able to continue to work on this, and we need to ask for an extension.

[Explain current blockers]

However, so far we have completed [intert completed parts]

Thank you for your understanding. Our team will continue to monitor the situation and work to finish [what Inject is asking for].