

Trial Phase Extension Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We would like to inform you that we have decided to extend the trial phase of our project due to [reasons for extension, e.g., unforeseen circumstances, need for further evaluation, etc.].

The new trial period will commence on [New Start Date] and will conclude on [New End Date]. During this time, we encourage you to continue utilizing our services and provide us with any feedback that could assist in enhancing your experience.

We appreciate your cooperation and understanding in this matter. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]