

Request for Quotation Deadline Extension

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the quotation we are currently preparing for [Project/Service Name].

Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional information needed, etc.], we kindly ask for an extension of [number of days/weeks] to ensure that we can provide a comprehensive and competitive quotation.

We value the opportunity to work with you and appreciate your understanding in this matter. Please let us know if this extension can be accommodated.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]