

Letter of Acknowledgment for Extended Vendor Deadline

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Company Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We are writing to formally acknowledge the receipt of your request for an extension of the deadline for [specific project or deliverable]. We appreciate your communication regarding this matter.

After reviewing the situation, we have agreed to grant an extension until [new deadline date]. We believe this extension will enable you to deliver the best possible results.

Thank you for your ongoing partnership and commitment to excellence. If you have any further questions or require assistance, please do not hesitate to reach out.

Best regards,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]