

Subject: Appeal for Delayed Vendor Response Due Date

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally appeal for an extension on the response due date for our recent request made on [Original Request Date]. As we have not yet received a response, we believe that additional time may be necessary to provide the information required.

Given the circumstances surrounding our project timeline, an extension would greatly assist us in making an informed decision. We appreciate the quality of your work and look forward to your insights.

If possible, we would like to request that the new due date be set for [Proposed New Due Date]. We assure you that this extension will not affect our commitment to collaborating with you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]