

Subject: Update on Vendor Response Deadline

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you of a change regarding the response deadline for the recent request for proposal (RFP) submitted on [Original Submission Date].

Due to [reason for extension, e.g., additional requirements, stakeholder feedback], we have decided to extend the deadline for your response. The new deadline for submission is now [New Deadline Date].

We appreciate your understanding and cooperation. Please feel free to reach out if you have any questions or require further clarification on the proposal.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]