

# Consent Letter for Extended Vendor Response Period

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to formally request your consent to extend the response period for the [specific project or proposal name] that was originally due on [original due date].

We understand that this extension will allow you additional time to prepare your response, ensuring that we receive a comprehensive and competitive proposal from your team. We propose to extend the deadline to [new proposed due date].

We appreciate your cooperation and flexibility regarding this matter. Please confirm your consent to this extension by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

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Consent:

I, [Vendor Contact Name], on behalf of [Vendor Company Name], hereby consent to the extension of the response period to [new proposed due date].

Signature: \_\_\_\_\_

Date: \_\_\_\_\_