

# Subject: Request for Extension on Vendor Proposal Submission

Date: [Insert Date]

To,

[Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. We would like to formally request an extension for the submission of the proposal for [Project Name/Description]. The original deadline for the submission is [Original Deadline Date]. Due to [brief explanation of reason for extension], we believe that an extension would allow us to provide a more comprehensive proposal.

We kindly ask for an extension of [number of days] days, setting a new submission deadline to [Proposed New Deadline Date]. We appreciate your understanding and cooperation in this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]