

# Notification of Extended Vendor Response Timeline

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that, due to unforeseen circumstances, we are extending the timeline for the submission of your response to our recent request for proposal (RFP).

The new deadline for submission is [New Deadline Date]. We appreciate your understanding and cooperation in this matter.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]