

Request for Extension of Vendor Response Deadline

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Vendor's Name]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline regarding your response to our recent Request for Proposal (RFP) for [Project Name]. As the current deadline is set for [Current Deadline Date], we kindly ask for an extension of [number of days/weeks] to allow us to better evaluate our requirements and ensure we submit a comprehensive proposal.

We value your partnership and believe that this additional time will enable us to make a more informed decision that will benefit both parties. If you could accommodate this request, we would greatly appreciate it.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]