

# Vendor Submission Deadline Adjustment Notice

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the submission deadline for the upcoming project.

Originally, the deadline for submitting your proposals was set for [original deadline date]. However, due to [reason for adjustment], we have decided to extend the deadline to [new deadline date].

We appreciate your understanding and flexibility regarding this matter. Please ensure that all submissions are received by the new deadline for consideration.

If you have any questions or require further information, feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]