

# Letter of Acknowledgment

Date: [Insert Date]

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

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

Dear [Vendor Name],

We are writing to formally acknowledge your request for an extension on the project deadline for [Project Name]. After reviewing the details and considering the current project status, we have decided to grant your request.

The new deadline for the project will be [New Deadline Date]. We appreciate your efforts in maintaining the quality of work and your proactive communication regarding this matter.

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

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