

Agreement on Vendor Project Deadline Extension

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally agree on the extension of the project deadline for [Project Name], originally scheduled for completion on [Original Deadline]. After careful consideration of the circumstances surrounding this project, we have mutually agreed to extend the deadline to [New Deadline].

This extension has been necessitated by [brief explanation of reasons for extension, e.g., unforeseen circumstances, resource availability, etc.]. We believe that this additional time will ensure the successful completion of the project.

Both parties understand and agree to the following terms regarding the deadline extension:

- New Project Deadline: [New Deadline]
- Deliverables due by: [List of Deliverables and Due Dates]
- Effective Date of Agreement: [Insert Date]

Please sign below to acknowledge your acceptance of this agreement:

[Your Name]
[Your Title]
[Your Company Name]

[Vendor Contact Name]
[Vendor Title]
[Vendor Company Name]

Thank you for your cooperation. We look forward to the successful completion of this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]