

Subject: Appeal for Project Deadline Extension

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] due on [Original Deadline Date]. Due to [briefly explain the reason, e.g., unforeseen circumstances, resource constraints, etc.], we are unable to meet the original timeline.

We value our partnership and assure you that we are committed to delivering a quality outcome. Thus, I kindly ask for an extension of [number of days/weeks] to ensure we meet the project requirements without compromising on quality.

We appreciate your understanding and support in this matter. Please let us know if you could accommodate this request or if we need to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]