

# Confirmation of Project Deadline Extension

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to confirm the extension of the project deadline for [Project Name]. As discussed, the new deadline will be extended to [New Deadline Date]. This extension is granted in consideration of [brief reason for extension].

We value the collaboration and appreciate your ongoing efforts to ensure the success of this project. Please do not hesitate to reach out if you have any further questions or require additional information.

Thank you for your understanding and commitment to this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]