

Formal Request for Project Deadline Extension

Date: [Insert Date]

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

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

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] due to [briefly explain reason, e.g., unforeseen circumstances, resource allocation issues].

Given the current situation, we believe that an extension of [number of days/weeks] would allow us to meet the project requirements more effectively and maintain the quality standards we both expect.

We appreciate your understanding and support in this matter and look forward to your positive response.

Thank you for considering our request.

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