

Notification of Project Deadline Extension

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Extension of Project Deadline for [Project Name]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that the deadline for the [Project Name] has been extended.

Original Deadline: [Insert Original Deadline]

New Deadline: [Insert New Deadline]

This extension is granted due to [brief explanation of reason]. We believe that this additional time will allow for improved outcomes and overall project success.

Please feel free to reach out if you have any questions or need further clarification regarding this extension.

Thank you for your understanding and continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]