

Proposal for Project Deadline Extension

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Name]

Subject: Proposal for Deadline Extension for [Project Name]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of the [Project Name] project, initially scheduled for completion on [Original Deadline Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, resource availability, etc.], we believe that extending the deadline will ensure that we maintain the quality and standards expected of this project.

We propose to extend the deadline to [Proposed New Deadline Date]. This additional time will allow us to [explain briefly what will be achieved with the extension]. We are committed to delivering the best results and believe this extension is in the best interest of both parties.

Please let us know if you are able to accommodate this request. We value our partnership and appreciate your understanding and support in this matter. We look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]