

Request for Project Deadline Extension

To: [Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Date: [Current Date]

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] originally scheduled for [Original Deadline Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, resource availability issues], we are unable to meet the initial deadline.

We appreciate the work you have done so far and would like to propose a new deadline of [Proposed New Deadline Date]. We believe this additional time will allow us to meet our project objectives and ensure a successful outcome.

Thank you for considering our request. We look forward to your understanding and support in this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]