

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for our ongoing negotiations regarding [specific topic or project].

Due to [briefly explain reason for the request, e.g., unexpected circumstances, need for additional information], I believe that taking additional time to address these points could be beneficial for both parties involved.

We greatly value our discussions and believe that with more time, we can reach a mutually beneficial agreement. I would appreciate it if we could consider extending the negotiation timeline to [proposed new timeline].

Please let me know a convenient time to discuss this further. Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]