

# **Subject: Extension of Registration Deadline**

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for extension], we have decided to extend the registration deadline for [event/program name].

The new deadline for registrations is now set for [new deadline date]. This extension aims to provide more participants the opportunity to register and be part of this [event/program].

If you have any questions, please feel free to reach out to us at [contact information]. Thank you for your understanding and cooperation.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]