

Official Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that the registration deadline for [Event/Program Name] has been extended. The new deadline is now [New Deadline Date]. This extension has been granted to accommodate additional requests and to ensure everyone has the opportunity to participate.

We encourage you to complete your registration before the new deadline to secure your place. For more information, please visit our website or contact our office at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization's Contact Information]