

Project Deadline Negotiation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

Thank you for our recent discussion regarding the timeline for the [Project Name]. I appreciate your understanding and flexibility as we work towards finalizing the project's deadline.

As per our conversation, we have agreed to extend the project deadline to [New Deadline Date]. This extension will allow us to ensure that all project components meet our quality standards and project objectives.

We are committed to maintaining open lines of communication throughout the remaining phases of the project. Please feel free to reach out if you have any further questions or require additional information.

Thank you once again for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]