

Request for Extension of Business Proposal Deadline

From: [Your Name]
Title: [Your Title]
Company: [Your Company]
Email: [Your Email]
Date: [Date]

To: [Recipient's Name]
Title: [Recipient's Title]
Company: [Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the submission deadline for the business proposal entitled "[Proposal Title]." The original deadline is set for [Original Deadline Date], and I am seeking an extension until [Requested New Deadline Date].

The reason for this request is [briefly explain the reason, e.g., unforeseen circumstances, the need for additional research, etc.]. I believe that, with this additional time, I can enhance the quality of the proposal and provide a more comprehensive solution.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information or if there are forms I need to complete to process this request.

Looking forward to your positive response.

Sincerely,
[Your Name]
[Your Title]
[Your Company]