

# Request for Extension of Expired Offer

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent business proposal submitted on [Proposal Submission Date] with an offer that has since expired on [Expiration Date]. We appreciate the opportunity to collaborate and believe that our proposal offers significant benefits to [Recipient's Company].

Given the positive feedback and interest expressed during our previous discussions, we kindly request an extension of the offer until [New Proposed Expiration Date]. This extension would allow us to finalize any outstanding details and ensure the partnership aligns with both our objectives.

We value your consideration of this request and remain eager to further discuss how we can work together effectively. Please let me know a convenient time for you to connect or if there are any forms or additional information you may need from us.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]