

Request for Extension of Expired Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the freelance project proposal that was previously extended to me, which has recently expired on [Insert Expiration Date]. I genuinely appreciate the opportunity and am keen to contribute to [briefly mention the project or its goals].

Due to [briefly mention reason for delay, if applicable], I was unable to finalize our agreement before the expiration of the offer. I respectfully request an extension of the offer for an additional [suggest time frame, e.g., two weeks, one month] to allow us to move forward collaboratively.

Thank you for considering my request. I look forward to your positive response and am eager to bring your vision to life.

Sincerely,

[Your Name]