

Notice of Deadline Extension

Dear [Recipient's Name],

We are writing to inform you that the deadline for [specific task or project] has been extended. The new deadline is now set for [new date]. We understand that circumstances may have created challenges in meeting the original due date, and we hope this extension will provide you with the necessary time to complete your work.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]