

# Contractor Appeal for Extended Proposal Deadline

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for an extension of the proposal deadline for [Project Name/Description]. Due to [briefly explain the reason, e.g., unforeseen circumstances, resource availability, etc.], my team is unable to meet the original deadline of [original deadline date].

We are committed to providing a comprehensive and high-quality proposal and believe that an extension would allow us the necessary time to meet these standards. Therefore, we respectfully request an extension of [number of days/weeks] to facilitate our thorough preparation.

We greatly appreciate your consideration of our request. Please feel free to contact me directly at [your phone number] or [your email address] if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]