

Contractor Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the delivery of our proposal regarding [Project Name/Description]. Due to [briefly explain reason for extension, e.g., unforeseen circumstances, additional research needed, etc.], we are unable to meet the original deadline of [original deadline date].

We believe that, with an extension, we can provide a more comprehensive and thorough proposal that meets your expectations. Therefore, we kindly request an extension of [number of days/weeks] to finalize and submit our proposal, making the new deadline [proposed new deadline date].

We appreciate your consideration of this request and remain committed to delivering a quality proposal. Please let us know if you require any additional information or if we can discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]