

Contractor Proposal Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the proposal submitted on [Original Submission Date] for [Project Name]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional requirements, etc.], we believe that an extension would allow us to deliver our best work and fully meet the project objectives.

We kindly request an extension of [number of days/weeks] to finalize our proposal. We believe this will help us provide a more comprehensive solution that meets the quality standards you expect from us.

Thank you for considering our request. We look forward to your positive response, and please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]