

# Contractor Proposal Submission Timeframe Extension

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally request an extension for the submission of our contractor proposal for [Project Name]. Due to [reason for extension], we require additional time to ensure that we present a detailed and comprehensive proposal that meets your expectations.

We kindly ask for an extension of [number of days/weeks] from the original submission deadline of [original deadline]. This will allow us to complete our proposal with the utmost care and precision.

We appreciate your understanding and consideration of our request. We look forward to your positive response.

Thank you very much.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]