

Request for Additional Proposal Time

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of time to submit my proposal for [Project Name]. Due to [brief explanation of reasons such as unforeseen circumstances, need for additional research, etc.], I believe that additional time would allow me to provide a more comprehensive proposal.

I kindly request an extension of [number of days/weeks] to facilitate this process. This additional time will enable me to ensure that all aspects of the proposal meet the standards we strive for.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]