

Date: [Insert Date]

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Proposal Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the proposal submission deadline for [Project Name or RFP Number]. The original deadline is currently set for [Original Deadline Date].

Due to [briefly explain reason, e.g., unforeseen circumstances, additional data requirements, etc.], we are unable to meet the current timeline. We believe that an extension will allow us to deliver a more comprehensive and competitive proposal, ultimately benefiting the project.

We kindly request an extension of [number of days/weeks] to ensure we can provide the best possible proposal. We greatly appreciate your consideration of this request.

Thank you for your understanding and support. Please let me know if you need any further information or if we can discuss this matter at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]