

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a postponement of the due date for the proposal submission for [Project Name/Description].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, need for additional time to gather necessary information, etc.], we believe that a short extension would significantly enhance the quality of our proposal.

We kindly ask for the due date to be extended by [number of days/weeks] from the original date of [original due date]. We assure you that this additional time will enable us to provide a comprehensive proposal that meets the requirements outlined in your RFP.

Thank you for considering our request. We look forward to your understanding and support, and we are eager to continue our work on this project.

Sincerely,

[Your Name]
[Your Position]
[Your Company]