

# Contractor Solicitation for Proposal Extension

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We would like to formally request an extension for the proposal submission regarding [Project Name/Description]. The original submission deadline is set for [Original Deadline Date]. However, due to [brief reason for the request, e.g., unexpected delays, need for further information], we kindly ask for an extension of [number of days/weeks] to ensure that we can provide a comprehensive proposal.

We appreciate your understanding and consideration of our request. Please let us know if the new proposed deadline of [Proposed New Deadline Date] is acceptable to you.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]