

Notification of Grant Deadline Postponement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Organization]

Subject: Postponement of Grant Application Deadline

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for postponement], the deadline for the [specific grant name] has been postponed. The new deadline for submission is now [new deadline date].

We understand that this change may necessitate adjustments in your planning, and we appreciate your understanding as we navigate this situation. Our goal is to ensure that all applications receive fair consideration, and we believe that this extension will allow for better preparation.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]