

Letter of Agreement to Extend Project Completion Period

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

Subject: Agreement to Extend Project Completion Period

We hope this message finds you well. This letter serves as an official agreement regarding the extension of the project completion period for [Project Name]. Due to [reason for extension, e.g., unforeseen circumstances, additional requirements, etc.], we believe it is necessary to extend the deadline.

The new completion date will be [New Deadline Date]. We appreciate your understanding and cooperation in this matter.

Please confirm your acceptance of this extension by signing and returning a copy of this letter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]

Agreed and Accepted:

[Recipient's Name]

[Date]