

# Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the decision regarding the extension of the completion date for the contract titled "[Contract Title]" originally set for completion on [Original Completion Date].

After careful consideration, we agree to the proposed extension and confirm that the new completion date is now set for [New Completion Date]. We appreciate your efforts in this matter and understand the necessity of this adjustment.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]