

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

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

Dear [Recipient Name],

Thank you for your request dated [Request Date] regarding an extension to the completion date of our contract [Contract Number/Title]. We appreciate your communication and understand the circumstances surrounding your request.

After reviewing your application and considering the current project status, we have decided to grant an extension until [New Completion Date]. We believe this additional time will allow for the successful completion of the project and ensure that all aspects are addressed adequately.

Please confirm your acceptance of this extension by signing below and returning the document to us by [Return Date]. Should you have any further questions, feel free to reach out.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Agreed and Accepted:

[Recipient Name]
[Date]