

Announcement: Prolonged Submission Period for Reports

Date: [Insert Date]

Dear [Recipient's Name/Team],

We are writing to inform you that the submission period for reports has been extended. The new deadline for submissions is now [Insert New Deadline].

This extension has been granted to ensure that everyone has ample time to complete their reports thoroughly and accurately. We understand that various factors may have impacted your ability to submit on time.

Please take advantage of this additional time to finalize your work. Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Best regards,
[Your Name]
[Your Title]
[Your Organization]