

Letter of Acceptance Regarding New Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and accept the new deadline for [specific task/project name].

After carefully considering the timeline adjustments, I am confident that this extension will allow for a higher quality of work and thorough completion of the objectives outlined.

Please let me know if there are any further updates or additional information required from my side.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]