

# Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

We are writing to acknowledge the revised deadline for [Project/Task Name], which has been rescheduled to [New Deadline Date]. We appreciate your understanding and flexibility regarding this matter.

Our team remains committed to meeting this new deadline and ensuring the success of the project. We will keep you updated on our progress and are available for any discussions should you require further clarification.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]