

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/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 express my heartfelt appreciation for granting me an extension on the deadline for [specific project or task]. Your understanding and support during this time mean a lot to me.

The additional time has allowed me to enhance the quality of my work and ensure that I meet the expectations set forth. I am grateful for your consideration and willingness to accommodate my request.

Thank you once again for your generosity and understanding. I look forward to continuing to work together successfully.

Sincerely,

[Your Name]