

Confirmation of Extended Deadline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to confirm the extension of the deadline for [describe the project or task] originally due on [original due date]. The new deadline is now set for [new due date].

We appreciate your understanding and cooperation in this matter. If you have any questions or need further assistance, please feel free to reach out.

Thank you for your attention to this change.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]