

# Notice of Extended Time Frame

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that the timeframe for [specific project or task] has been extended. The new deadline is now set for [new deadline date]. This decision was made to ensure that we can achieve the best possible results and meet our quality standards.

We appreciate your understanding and cooperation in this matter. Should you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]