

# Letter of Recognition for Approved Deadline Change

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and express our gratitude for the recent approval of the deadline change regarding [specific task/project]. This decision will significantly enhance our ability to meet quality standards and ensure a successful outcome.

Your understanding and support in this matter demonstrate your commitment to our team's success. We appreciate your flexibility and responsiveness, which allows us to deliver our best work.

Thank you once again for your consideration. We look forward to maintaining our collaborative efforts as we move forward with the project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]