

Quotation Deadline Extension Request

Date: Wednesday, January 07, 2026

To:

Subject: Request for Extension of Quotation Submission Deadline

Dear ,

We kindly request an extension of the deadline for the submission of our quotation regarding . Due to , we require additional time to prepare a comprehensive and competitive proposal.

We would appreciate it if you could extend the submission deadline to . This extension would greatly assist us in ensuring the highest quality of our bid.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

Name:

Position:

Company:

Contact Information: