

[Date]

[Recipient Name]

[Recipient Title/Department]

[Organization Name]

Subject: Notification of Extension of Review Period

Dear [Recipient Name],

This letter is to formally notify you that the review period for [Project Name / Performance Review / Application Reference Number] has been extended.

The original completion date was scheduled for [Original Date]. However, due to [Reason for Extension, e.g., additional documentation required / high volume of applications / unforeseen technical delays], we require more time to ensure a thorough and accurate assessment.

The new anticipated completion date is [New Date].

We apologize for any inconvenience this delay may cause and appreciate your patience. No further action is required from your side at this time. We will notify you as soon as the review is finalized.

If you have any questions regarding this extension, please contact [Contact Person Name] at [Phone Number/Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]