

Date: [Insert Date]

To: [Recipient Name/Department]
[Company/Organization Name]
[Address]

Subject: Extension of Commitment Date for Final Verification - [Reference Number/Project Name]

Dear [Recipient Name],

This letter serves as a formal notification regarding a delay in the final verification process for [Project/Account Name].

Due to [briefly state reason, e.g., outstanding third-party documentation / technical processing delays], we are unable to meet the original commitment date of [Original Date]. We understand the importance of this timeline and apologize for any inconvenience caused by this extension.

Our team is working to resolve the remaining requirements. We are officially extending our commitment to complete the final verification by **[New Commitment Date]**.

We will provide further updates should the verification be completed prior to this new date. If you require additional information in the interim, please contact [Contact Person Name] at [Phone Number/Email].

Thank you for your patience and continued cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]