

[Current Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Address]

**Subject: Request for Extension of Commitment - [Reference/Account Number]**

Dear [Recipient Name],

I am writing to formally request an extension of the commitment deadline regarding [Description of Requirement/Project]. Our current deadline is set for [Original Date].

This request is necessary due to a delay in receiving essential documentation from a third party, [Name of Third Party Organization]. Despite our efforts to secure these documents by the agreed date, the third party has informed us that they require additional processing time due to [Brief Reason: e.g., administrative backlog/technical issues].

Based on the updated timeline provided by the third party, we anticipate receiving the documents by [New Expected Receipt Date]. Consequently, we request an extension of our commitment until [Requested New Deadline Date].

We are actively monitoring the status of these documents to ensure they are submitted as soon as they become available. We apologize for any inconvenience this delay may cause and appreciate your understanding of these external circumstances.

Please confirm if this extension is acceptable or if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Contact Information]