**To** Place:

The Chairman, Date:

ABC PVT ltd.

Address.

**From**

Your name,

Your company.

Address.

**Sub: Request for extension of tender submission.**

With due respect, I am writing this letter to request you to increase the tender submission date to **15 Jan 2021**. We apologise for not submitting the bid by actual due date i.e. **10 Jan 2021**.

I have been suffering with some health problems, during that time. Now I have recovered from my health issues completely.

I hope you understand my situation and please allow us to submit our tender by **15 Jan 2021**.

Thanking you.

Sincerely,

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