



## **REQUEST FOR RESCHEDULING PROJECT DEADLINE & RENEWAL OF PROJECT AGREEMENT**

**Dear Miss Sharon,**

Firstly we will like to wish you season's greetings and a Merry Christmas in Advance.

We sincerely apologize for the delay and failure to meet up with your project deadline and we also apologize for the multiple reposting of your projects

Due to the numerous requests from other clients and some other unexpected events that took place , we know there is no amount of excuse for keeping your projects this long between July - till this present moment, it has far exceeded the due deadline we agreed to work with.

We apologize if our failure to deliver has affected or caused you to lose potential clients and partnerships , we consider you (Miss Sharon) as one of our valued clients and sincerely hope our actions will not affect our business relationship later in future.

We will like to propose a renewal of our project agreement and officially work with a deadline that can benefit the both of us.

As we know December is about to round up and we would not be able to finish up everything we need to do on the NORON MARQUE PROJECT.

We would like your permission to fully deliver NORON MARQUE PROJECT on the estimated date : **Tuesday 26th January, 2021** , and we will like to offer you a bonus if our request is accepted , which will include getting added features you want after the initial features needed for the project has been successfully integrated.

If we fail to meet up with the new proposed deadline , you will be fully refunded and compensated for .

We hope to get a positive response.

Thank you,

Regards.