**EXTENSION OF OFFER ACCEPTANCE PERIOD (Email Language)**

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: ***[Insert SIR number and project description]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

The time for acceptance of your offer in response to the referenced SIR expires ***[Insert date offer expires]***. It is hereby requested that you extend your acceptance period an additional ***[Insert the desired amount of additional days]*** days. Therefore, if you wish to continue being considered for award, at the same terms and conditions including price, you must reply to this office no later than ***[Insert desired date and time]***.

If you have any questions please the contact the Contracting Officer at ***[contracting.officer@faa.gov]*** or ***[Insert phone number].***

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert CO’s Name]***

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***

Number of Enclosures: 0

cc: