

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Expiration Date of Offer - [Reference Number/Position Name]

Dear [Recipient Name],

This letter serves as a formal notification regarding the offer extended to you on [Date of Original Offer] for [Project Name/Job Position].

Please be advised that this offer is subject to a formal expiration date. This offer will remain valid until [Time] on [Date].

If we do not receive a signed acceptance or a formal response by the specified deadline, the offer will be considered withdrawn and will no longer be available for acceptance.

Should you require any further information or wish to discuss the terms before the deadline, please contact [Contact Person Name] at [Phone Number/Email].

We look forward to receiving your response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]