*[Company letter-head]*

*[Date]*

*To our stakeholders:*

*We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Engagement (COE) that comprises of a chief executive statement of continued support for the UN Global Compact, a description of practical actions in support of the UN Global Compact, and a measurement of outcomes or expected outcomes.*

*We are late in creating, sharing and posting our COE report due to [EXPLAIN RESONS FOR DELAY]*

*We hereby ask for an extension period in order to be able to post a COE that describes our organization’s efforts and progress in support of the UN Global Compact. Our COE will be posted on the UN Global Compact website by [ENTER DATE HERE, MAX.. 90 DAYS FROM CURRENT DEADLINE] at the latest.*

*Sincerely yours,*

*[Signature]*

*[Name Mr. /Ms. \_\_\_\_\_]*

*[Title]*