

**Tom Stewart**

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9 May 2021

**Adam Gordon**

Local Network Contact  
UN Global Compact

**Ms. Sarah Tran**

Relationship Manager  
UN Global Compact

To whom it may concern:

We are writing to request a 90 day extension on the submission of our Communication on Engagement (COE) currently due on 9 May 2021.

As a school, our programs have a scheduled annual end point. The 90 day extension will allow us to prepare our COE after the completion of our current academic year and include the entirety of this year's program in the report.

In addition, the COVID-19 situation has put additional stressors on our school and has forced us to focus our attentions in directions other than finalizing our COE process.

We hope that you will grant this additional grace period.

Thank you,

A handwritten signature in black ink, appearing to read 'Tom Stewart', with a large, sweeping flourish at the end.

Tom Stewart