

Letter Template: Construction Project Timeline Extension

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the timeline for the construction project titled "[Project Name]," which is currently scheduled for completion on [Original Completion Date]. Due to [brief explanation of reasons for extension such as unforeseen circumstances, delays in material supply, etc.], we believe that an extension of [number of days/weeks] would be necessary to ensure the successful completion of the project.

We appreciate your understanding and support regarding this matter. Please let us know if you require any further information or documentation to facilitate this request. We are committed to maintaining the highest standards of quality and safety on this project.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]