

# Request for Project Extension

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request an extension for the [Project Name] contract due to unforeseen circumstances that have arisen following our recent site conditions assessment.

After conducting a thorough evaluation of the site, we identified several factors that have impacted our original timeline, including:

- [Detail specific site condition 1]
- [Detail specific site condition 2]
- [Detail specific site condition 3]

In light of these findings, we believe that an extension of [number of days/weeks] is necessary to ensure the quality and safety of our work. We are committed to adhering to all project specifications and standards.

We respectfully request your consideration of this extension and hope to discuss this matter with you at your earliest convenience. Please let us know a suitable time for a meeting or if you require any further documentation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]