

Project Extension Request

Date: [Insert Date]

To: [Main Contractor's Name]

From: [Subcontractor's Name]

Subject: Request for Extension of Project Timeline

Dear [Main Contractor's Name],

We hope this message finds you well. We are writing to formally request an extension of the project timeline for [Project Name] as stipulated in our contract dated [Contract Date].

Due to [insert reasons for extension, e.g., unforeseen circumstances, delays caused by weather, etc.], we are unable to meet the original deadlines outlined in our subcontract agreement. As per section [X] of our contract, we believe that these circumstances warrant an extension.

We kindly request an additional [number of days/weeks] to complete our responsibilities on the project. We are committed to maintaining the quality and standards expected and will strive to mitigate any further delays.

Please let us know a suitable time to discuss this matter further. We appreciate your understanding and cooperation.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Contact Information]