

Project Extension Request

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

I am writing to formally request an extension for the [Project Name] due to unforeseen circumstances that have impacted our timeline. As the subcontractor responsible for [specific tasks or services], we have encountered [briefly describe the unforeseen circumstances, e.g., supply chain delays, adverse weather conditions, etc.].

As a result of these challenges, we believe that an extension of [number of days/weeks] will be necessary to ensure that we can meet the project standards without compromising quality. We are committed to maintaining the integrity of the project and delivering results that meet your expectations.

We appreciate your understanding and consideration of this request. Please let us know a convenient time for us to discuss this matter further. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Subcontractor Company Name]
[Contact Information]