

Project Extension Request Due to Weather-Related Disruptions

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request an extension for the [Project Name/Description] due to unforeseen weather-related disruptions that have significantly impacted our work schedule.

As you are aware, inclement weather, particularly [specific weather events such as storms, heavy rainfall, etc.], has caused delays in our project timeline. We have documented instances of [specific dates and type of weather events] which hindered our ability to progress as intended.

In light of these circumstances, we respectfully request an extension of [number of weeks or days] to the original project deadline. This additional time will allow us to ensure the quality and safety of our work once conditions improve.

Thank you for considering our request. We are committed to maintaining the project's high standards and appreciate your understanding and support in this matter. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]