

Request for Timeline Extension

Date: [Insert Date]

To: [Insert General Contractor's Name]

From: [Insert Subcontractor's Name]

Project: [Insert Project Name/Number]

Dear [General Contractor's Name],

I am writing to formally request a modification to our subcontract agreement regarding the timeline for the [specific work or project phase] due to [brief explanation of reason for the request, e.g., unforeseen circumstances, delays in material delivery, etc.].

As per the original contract, the deadline for completion is set for [Original Deadline]. We respectfully request an extension of [Number of Days/Weeks] to allow for [reason elaboration, e.g., additional time for quality control, site conditions, etc.].

I have attached relevant documentation that supports this request, including [list of any supporting documents, e.g., correspondence, delays caused by others, etc.].

We appreciate your understanding and consideration of this request. Please let us know if you require any further information or a meeting to discuss this matter in more detail.

Thank you for your attention to this request.

Sincerely,

[Subcontractor's Name]

[Subcontractor's Title]

[Subcontractor's Company]

[Subcontractor's Contact Information]