

Request for Extension of Construction Project Timeline

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the timeline of the ongoing construction project at [Project Location/Name]. Due to [briefly explain reasons such as unforeseen circumstances, delays in material supply, weather conditions, etc.], we are unable to meet the original deadline of [Insert Original Deadline Date].

We have taken proactive measures to mitigate these delays, including [mention any steps taken or adjustments made]. However, we believe that an extension of [proposed new deadline or duration] would be necessary to ensure the project's successful completion without compromising quality.

We appreciate your understanding and support on this matter. Please let us know a convenient time to discuss this further, or if you require any additional documentation to process this request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]