

Construction Timeline Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the timeline for the construction project at [Project Address or Name]. Due to [briefly explain the reason, e.g., unforeseen circumstances, weather delays, supply chain issues], we are currently facing challenges that have impacted our original schedule.

We initially planned to complete the project by [Original Completion Date]; however, we estimate that an extension of [Number of Additional Days/Weeks] will be necessary to ensure the quality and safety of the work. Our new proposed completion date would be [New Proposed Completion Date].

We are committed to maintaining high standards throughout this project and ensuring that all parties involved are satisfied with the results. Thank you for considering our request. We are happy to discuss this in further detail and provide any additional information that may be required.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]