

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

## **Subject: Request for Project Extension Due to Weather-related Issues**

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] project scheduled for completion on [Original Completion Date]. Due to unforeseen weather-related issues, including [specific weather events, e.g., heavy rainfall, snowstorms], we have experienced significant delays in our construction schedule.

These adverse weather conditions have made it impossible to maintain our original timeline while ensuring the safety and quality of the work. As a result, we believe that an extension of [number of days/weeks] is necessary to complete the project to our high standards.

I appreciate your understanding and cooperation regarding this matter. Please let me know a convenient time for us to discuss this further. Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]