

Project Extension Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Project Extension Due to Safety Compliance Issues

I am writing to formally request an extension on the [Project Name] contract, originally scheduled for completion on [Original Completion Date]. Due to unforeseen safety compliance issues that have arisen, we believe that an extension is necessary to ensure that all safety protocols are strictly adhered to and that the quality of work is maintained.

Specifically, we encountered [briefly describe the safety compliance issues], which have necessitated additional time to resolve. Our commitment to safety is paramount, and we want to ensure that we meet all regulatory requirements before proceeding with the next phases of the project.

We kindly request an extension of [number of days/weeks] to adequately address these issues. This will allow us to complete the project to the highest standards of safety and quality.

Thank you for your understanding and support on this matter. We appreciate your attention to our request and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]