

# Contractor Subcontractor Approval Extension Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

[City, State, Zip Code]

Dear [Insert Recipient Name],

I am writing to formally request an extension for the approval of our subcontractor, [Subcontractor Name], for the [Project Name] project.

Due to [briefly explain reason for the request], we are unable to complete the approval process by the original deadline of [Original Deadline Date]. We kindly ask for an extension until [New Requested Deadline Date].

We believe that granting this extension will ensure that we maintain the quality and standards required for the successful completion of the project.

Thank you for considering our request. We appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]