

Letter of Request for Additional Time

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Request for Extension of Time Due to Unexpected Site Circumstances

I hope this letter finds you well. I am writing to formally request an extension of time for the completion of the [Project Name] due to unforeseen circumstances that have arisen on the site.

During the course of our work, we encountered [briefly describe the unexpected circumstances, e.g., adverse weather conditions, discovery of hazardous materials, etc.]. These factors have significantly impeded our progress and have made it impossible to adhere to the original schedule.

To ensure the quality and safety of the project, I kindly request an extension of [number of days/weeks] to accommodate the delays caused by these circumstances. We are committed to minimizing the impacts on the project timeline and will do everything in our power to expedite the remaining work.

Thank you for your understanding and support in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Contractor's Company Name]

[Contact Information]