

Request for Extended Timeline on Construction Project

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of the timeline for the ongoing construction project located at [Project Address/Location]. Due to unforeseen circumstances, including [briefly explain the reasons such as delays in material delivery, adverse weather conditions, or other mitigating factors], we are unable to meet the original completion date of [Original Completion Date].

In light of these challenges, we believe that an extension of [number of days/weeks] is necessary to ensure that we maintain our commitment to delivering quality work while adhering to safety standards.

We appreciate your understanding and support in this matter and are confident that with this extension, we will be able to complete the project to the highest standards. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]