

Construction Phase Extension Request

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension of the construction phase for the [Project Name] at [Project Location]. Due to [briefly explain reasons for the extension, e.g., unforeseen circumstances, delays in delivery, weather conditions], we find it necessary to extend the timeline.

We have assessed the situation and believe that an additional [number of weeks/months] is required to complete the remaining work and ensure the quality of the project is maintained. We are committed to delivering the best results and would like to avoid any compromises.

We appreciate your understanding in this matter and look forward to your positive response. Please feel free to reach out if you need any further details or wish to discuss this request further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]