

# Construction Project Duration Extension Proposal

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Title:** [Recipient's Title]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally propose an extension of the duration for the [Project Name] due to [reason for extension, e.g., unforeseen circumstances, weather conditions, etc.]. The original completion date was [Original Completion Date], and we are requesting an extension to [Proposed New Completion Date].

This extension will allow us to ensure the quality and safety standards required for the project. We have thoroughly assessed the situation and believe that the additional time will be beneficial for the successful completion of the project.

We appreciate your understanding and consideration of this proposal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]