

Request for Extension of Construction Project Timeline

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request an extension of the timeline for the [Project Name] construction project. Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, material shortages, safety concerns], we are unable to meet the original completion deadline of [original deadline date].

After careful consideration and planning, we propose a new completion date of [proposed new date]. We believe this extension will allow us to deliver a high-quality project that meets your expectations.

We appreciate your understanding in this matter and look forward to your favorable response. Please let us know if you require any additional information or if a meeting is necessary to discuss this request further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]