

# Construction Timetable Extension Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of an extension to the construction timetable for the [Project Name] originally scheduled to be completed by [Original Completion Date]. Due to [brief explanation of the reasons for the extension, e.g., unforeseen circumstances, delays in material delivery, weather conditions], we have adjusted the completion date to [New Completion Date].

We understand the importance of this project to you and are committed to maintaining the highest standards of quality and safety during this period. We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]