

Extension Application for Construction Work

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for the construction work on [Project Name/Description] located at [Project Address]. Due to [brief explanation of the reasons for the delay, e.g., unforeseen circumstances, weather conditions, material delays], we are unable to meet the original deadline of [Original Deadline].

We are committed to maintaining the quality of the project and believe that this extension will allow us to achieve the best outcomes. Therefore, we kindly request an extension of [number of weeks/months] to complete the work.

We appreciate your understanding and support in this matter. Please let us know if you require any further information or documentation to process this extension request.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]