

# Request for Extension on Building Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the ongoing building project at [Project Location/Name]. Due to [briefly explain the reason for the request, e.g., unexpected delays, weather conditions, supply chain issues], we have encountered unforeseen challenges that have impacted our initial timeline.

We are committed to maintaining the highest quality standards and believe that an extension of [specify duration] will allow us to complete the project effectively and efficiently. We have taken the necessary steps to mitigate these delays and are confident in our ability to meet the new timeline.

We kindly ask for your understanding and support in this matter. I am happy to discuss this request in further detail and provide any additional information you may need.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]