

Request for Extension of Construction Project Deadline

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension on the deadline for the [Project Name] construction project, originally scheduled for completion on [Original Deadline Date].

Due to [brief explanation of reasons for delay, e.g., unforeseen circumstances, weather conditions, supply chain issues], we are unable to meet the current deadline without compromising the quality of the work. We have taken several steps to mitigate these challenges, including [mention any efforts made to address the situation].

To ensure that we can deliver a project that meets the high standards expected, we kindly request an extension of [number of days/weeks] days, adjusting the new deadline to [Proposed New Deadline Date]. We believe this additional time will allow us to complete the project to the best of our abilities.

We value our partnership with you and remain committed to upholding the integrity of our work. We appreciate your understanding and consideration of this request. Please let us know if you would like to discuss this matter further or if there are any forms to complete for this extension.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]