

Request for Extension on Construction Project Schedule

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the construction project schedule regarding the [Project Name/ID] due to [brief explanation of reasons, e.g., unexpected delays, weather conditions, material shortages, etc.].

As per our original timeline, we were scheduled to complete the project by [original completion date]. However, due to the [specific reasons], we estimate that an extension of [number of days/weeks] will be necessary to ensure quality and compliance with project standards.

We are committed to maintaining the high standards expected of our work and believe that this extension will enable us to deliver a final product that meets these expectations. We appreciate your understanding and support in this matter.

Please let us know if you require any further information or documentation to support this request. Thank you for considering our request for an extension.

Sincerely,

[Your Name]

[Your Position]

[Your Company]