

# Permit Extension Request

Date: [Insert Date]

To:

[Permit Authority Name]

[Permit Authority Address]

[City, State, Zip Code]

Dear [Permit Authority Name],

I am writing to formally request an extension for the construction permit originally issued for [Project Name/Description] with the permit number [Permit Number]. The expiration date of the permit is [Current Expiration Date].

Due to [briefly explain reason for the extension request, e.g., unforeseen circumstances, delays in material delivery, etc.], we are unable to complete the project within the original timeframe. We are committed to ensuring that the project adheres to all safety and regulatory guidelines.

We kindly request an extension of [number of months/years you need] to finalize the project. Please let us know if you require any additional information or documentation to support our request.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]