

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Extension of Warranty on [Project Name or Description]

I hope this message finds you well. I am writing to formally request an extension of the warranty period for the construction project titled [Project Name], located at [Project Address]. The original warranty is set to expire on [Expiration Date].

We believe that an extension is justified due to [briefly explain the reasons for the request, such as unforeseen circumstances, additional issues that have arisen, etc.]. Therefore, we kindly request an extension of the warranty for an additional [duration of extension] months.

We appreciate your understanding and consideration of this matter. Please let us know a convenient time for us to discuss this further or if you need any additional documents to facilitate your decision.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]