

Request for Extension of Construction Work Hours

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Recipient Company]

Address: [Insert Recipient Address]

Dear [Recipient Name],

I am writing to formally request an extension of the construction work hours for the project located at [Insert Project Location]. Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, delays, etc.], we believe that extending our working hours will allow us to meet project deadlines and maintain quality standards.

We are requesting an extension to work beyond the current hours, specifically from [Insert Current Hours] to [Insert Proposed Extended Hours]. This extension would greatly assist us in completing the work efficiently and within the required timeframe.

We assure you that all necessary precautions will be taken to minimize noise and disruption to the surrounding area during these extended hours.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]