

# Request for Additional Construction Hours Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for additional construction hours at the [Project Name/Location] to ensure we remain on schedule and meet our project deadlines.

Due to [briefly explain reason for the request, e.g., unforeseen delays, increased workload], we believe extending our working hours will significantly enhance our productivity and project timeline.

We propose to extend our construction hours from [current hours] to [proposed hours] on [specific days/dates]. We will ensure that all work performed during these hours complies with the applicable regulations and minimizes any disturbances to [local residents/businesses].

Your timely approval of this request would be greatly appreciated. Please let us know if you require any further information or if there are conditions we need to adhere to for this approval.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]