

Letter of Appeal for Extension of Project Deadline

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[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 of the deadline for the [specific construction project name], originally scheduled for completion on [original deadline date]. Due to [briefly explain the reasons for the request, e.g., unforeseen circumstances, delays in material delivery, etc.], we believe that an extension is necessary to maintain the quality and safety standards of the project.

We are committed to upholding the highest standards and ensuring the successful completion of this project. Therefore, we kindly request an extension of [number of days/weeks] to allow sufficient time to address these unforeseen issues.

I appreciate your understanding and consideration of our request. Should you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position Title]

[Your Company Name]