

# Application for Construction Permit Extension

**Date:** [Insert Date]

**To:** [Authority Name]

**Address:** [Authority Address]

**Subject:** Application for Extension of Construction Permit

Dear [Authority Name],

I am writing to formally request an extension for the construction permit issued for [Project Name/Description] under permit number [Permit Number], which is set to expire on [Expiration Date]. Due to [brief explanation of reasons for the request, e.g., unforeseen delays, weather conditions, or logistical challenges], we are unable to complete the project by the original deadline.

We respectfully request an extension of [number of weeks/months] to complete the necessary work. We remain committed to ensuring that the project adheres to all safety and regulatory standards.

Thank you for considering our request. We appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information or to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Company/Organization Address]

[Your Phone Number]

[Your Email Address]