

Application for Extension of Construction Project Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of the approval for the construction project located at [Project Address]. The current approval is set to expire on [Expiry Date], and due to [brief explanation of reasons such as unforeseen circumstances, delays, etc.], I am seeking an extension until [Proposed New Expiry Date].

We have made significant progress on the project and are committed to ensuring its completion in accordance with all regulations and standards. Attached to this letter are supporting documents that detail the current status and challenges faced.

I kindly ask for your consideration of this request and appreciate any assistance you can provide in extending the approval period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title if applicable]