

Construction Project Permit Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Permit Authority's Name]

[Permit Authority's Address]

[City, State, ZIP Code]

Dear [Permit Authority's Name],

Subject: Request for Extension of Construction Project Permit

I hope this message finds you well. I am writing to formally request an extension for the construction project permit associated with [Project Name] located at [Project Address]. The current permit is set to expire on [Expiration Date].

Due to [briefly explain the reason, e.g., unexpected delays, weather conditions, supply chain issues], we have been unable to complete the project within the original timeline. We are committed to adhering to all regulations and ensuring the successful completion of the project.

In light of these circumstances, I kindly request an extension of [desired extension period, e.g., 3 months] to allow us to complete our construction work. We are making every effort to expedite the process while maintaining quality and compliance with safety standards.

Thank you for considering our request. I genuinely appreciate your understanding and support. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Company Name, if applicable]