

# Request for Permit Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of the construction permit for [Project Name/Description], which is set to expire on [Expiration Date]. Due to [briefly explain reasons for extension request, e.g., delays caused by weather conditions or supply chain disruptions], we are unable to complete the project within the original timeframe.

We have made significant progress on the project and are committed to complying with all relevant regulations. An extension of [number of months/days requested] would provide the necessary time to complete the work effectively and safely.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization Name, if applicable]