

# Inquiry for Extension on Construction Project Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[City/County Permit Office]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the construction project permit for [Project Name/Description], originally issued on [Original Permit Date], under permit number [Permit Number].

Due to [briefly explain reasons for the delay, e.g., unforeseen circumstances, supply chain issues, etc.], we have been unable to progress as per the original timeline. We are committed to adhering to all regulations and standards and wish to ensure that the project is completed to the highest quality.

Therefore, we kindly request an extension of [specify duration needed for the extension] to allow us the time required to finalize the project. We appreciate your understanding and support in this matter.

Please let us know if there are any further requirements or documentation needed to process this request. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]