

Notification of Construction Permit Extension

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of Construction Permit [Permit Number]

We are writing to formally request an extension of our construction permit for [Project Name/Description], originally issued on [Original Issue Date], set to expire on [Original Expiration Date]. Due to [briefly mention reasons for extension, e.g., unforeseen circumstances, delays in materials, etc.], we require additional time to complete the project.

We kindly request an extension of [number of months/days you are requesting], allowing us to complete the construction safely and in compliance with all existing regulations.

We appreciate your consideration of our request. Please let us know if you need any further information to assist with the approval of this extension.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Contact Information]