

# Request for Additional Time on Construction Permit

Date: [Insert Date]

To: [Insert Name]

[Insert Title]

[Insert Department/Organization Name]

[Insert Address]

[Insert City, State, ZIP Code]

Dear [Insert Name],

I hope this message finds you well. I am writing to formally request an extension for my construction permit (Permit Number: [Insert Permit Number]), originally scheduled to expire on [Insert Expiration Date]. Due to [briefly explain reason for the request, e.g., unforeseen circumstances, delays in materials, etc.], I kindly request an additional [insert time period, e.g., 30 days] to complete the necessary work.

I understand the importance of adhering to the timeline and assure you that I am committed to ensuring the project is completed promptly. I appreciate your consideration of my request and am available for a discussion at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]