

Request for Extension of Building Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department or Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of the building permit number [Insert Permit Number] that was issued for the construction project located at [Insert Project Address]. The original permit is set to expire on [Insert Expiration Date].

Due to [briefly explain reason for the extension request; e.g., unforeseen circumstances, delays in material delivery, etc.], I am unable to complete the project within the original timeline. An extension would allow me to ensure that the work is completed to the highest standard.

I respectfully request an extension of [insert duration of requested extension] to complete the necessary work. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your support.

Sincerely,

[Your Name]