

Application for Additional Contract Time

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of time for the [specific project or contract name], currently set to be completed on [original completion date]. Due to [brief explanation of reasons for delay, e.g., unforeseen circumstances, material delays, etc.], we are unable to meet the original deadline.

We believe that an additional [number of days/weeks] will allow us to complete the project to the highest standard. We appreciate your understanding and consideration of this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]