

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Name of Zoning Board Chairperson]
[Name of Zoning Board/Planning Department]
[Department Address]
[City, State, Zip Code]

RE: Request for Extension of Zoning Approval for [Project Name/Case Number]

Dear Chairperson and Members of the Board,

I am writing to formally request an extension of the zoning approval for the project located at [Property Address]. The current approval, granted on [Original Approval Date], is scheduled to expire on [Expiration Date].

We are requesting an extension of [Number of Months/Years] to allow for the completion of the project. This extension is necessary due to the following reasons:

- [Reason 1: e.g., Delays in obtaining secondary permits]
- [Reason 2: e.g., Unforeseen economic or supply chain disruptions]
- [Reason 3: e.g., Minor modifications to site engineering]

Despite these delays, we remain committed to the project and have made the following progress to date: [Briefly list progress, e.g., completed soil testing, secured financing, etc.].

Enclosed with this letter is the required extension fee of \$[Amount], as well as [mention any other required documents].

Thank you for your time and consideration of this request. Please let me know if you require any additional information or if I should appear at the next scheduled board meeting.

Sincerely,

[Your Signature]

[Your Printed Name]