

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

[Date]

[Building Official Name/Department Name]
[Building Department Address]
[City, State, Zip Code]

RE: Request for Extension of Building Permit #[Permit Number]

Dear [Building Official Name/Building Department],

I am writing to formally request an extension for the building permit mentioned above, which is currently scheduled to expire on [Expiration Date]. The project is located at [Project Site Address].

I am requesting an extension of [Number of Days/Months] to complete the required work. This extension is necessary due to the following unforeseen circumstances: [Briefly describe the reason for delay, e.g., weather conditions, material shortages, or contractor availability].

Current progress on the site includes: [Briefly list completed milestones, e.g., foundation poured, framing 50% complete].

I have enclosed the required extension fee of [Amount] as specified by the department. Please let me know if any additional documentation is required to process this request.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]