

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Designation]

[Environmental Agency Name]

[Agency Address]

[City, State, Zip Code]

**Subject: Request for Extension of Environmental Clearance (EC) - [Project Name/Reference Number]**

Dear [Recipient Name],

I am writing to formally request an extension of the Environmental Clearance (EC) granted for the project titled "[Project Name]," located at [Project Location]. The current clearance is scheduled to expire on [Expiry Date].

The project was granted approval under Reference No: [Reference Number] dated [Original Approval Date]. However, due to unforeseen circumstances, the project could not be completed within the stipulated timeline. The primary reasons for the delay are:

- [Reason 1: e.g., Delayed land acquisition]
- [Reason 2: e.g., Unfavorable weather conditions]
- [Reason 3: e.g., Supply chain disruptions]

At present, the project is [Percentage]% complete. We estimate that an additional period of [Number of Months/Years] will be required to finalize all remaining activities and ensure full compliance with environmental standards.

We remain committed to adhering to all terms and conditions specified in the original Environmental Clearance. Attached to this letter, please find the current progress report and any required documentation for the extension process.

We kindly request you to process our application for the extension of the validity period. We are available for any site inspections or further discussions required by your office.

Thank you for your time and consideration.

Sincerely,

[Signature]  
[Your Printed Name]  
[Your Designation]