

[Your Name]
[Your Property Address]
[Your Phone Number]
[Your Email Address]

[Date]

[HOA Name]
[Architectural Review Committee]
[HOA Mailing Address]

RE: Request for Extension of Architectural Approval - [Original Permit/Project Number]

Dear Architectural Review Committee,

I am writing to formally request an extension for the architectural approval previously granted on [Original Approval Date] for the following project: [Brief Project Description, e.g., Fence Installation].

The current approval is set to expire on [Expiration Date]. Due to [Reason for delay: e.g., contractor scheduling issues, material shortages, or weather delays], I have been unable to complete the project within the original timeframe.

I am requesting a [Number of Days/Months] extension, which would move the new completion deadline to [New Requested Date]. All work will continue to adhere strictly to the plans and specifications originally approved by the committee.

Attached please find [List any documents, such as an updated project timeline or revised contractor agreement] to support this request.

Thank you for your time and for considering my request for an extension. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]