

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Role]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Extension of Due Diligence Period - [Property Address/Project Name]

Dear [Recipient Name],

I am writing to formally request an extension of the current due diligence period for the purchase/agreement regarding [Property Address or Project Reference], which is currently scheduled to expire on [Current Expiration Date].

Despite our best efforts to complete all necessary inspections and evaluations within the original timeframe, we require additional time due to [briefly state reason, e.g., delayed third-party reports, pending municipal approvals, or environmental testing results].

We are requesting an extension of [Number] days, moving the expiration date to [New Proposed Date].

We remain fully committed to proceeding with this transaction and believe this additional time will allow us to finalize our review and move forward to the next stage of the process. All other terms and conditions of the original agreement shall remain in full force and effect.

Please indicate your acceptance of this extension by signing below and returning a copy to us by [Date/Time].

Thank you for your cooperation and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]

AGREED AND ACCEPTED:

By: _____

Name: [Recipient Name]

Date: _____