

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

[Date]

[Name of Planning Director or Board Chair]  
[Historic Preservation Board/Commission Name]  
[Department Name]  
[City/County Address]  
[City, State, Zip Code]

**RE: Request for Extension of Approval for Case/Permit Number: [Insert Number]**

Project Address: [Insert Property Address]

Dear [Name of Contact Person or Board Members],

I am writing to formally request a [Insert Length of Time, e.g., six-month or one-year] extension of the Historic Preservation Board approval granted on [Original Approval Date] for the project located at [Property Address]. The current approval is scheduled to expire on [Expiration Date].

Since the initial approval, we have made progress toward the commencement of the project; however, delays have occurred due to [Briefly state reason, e.g., unforeseen financing delays, supply chain issues, or coordination with other municipal departments].

Despite these delays, we remain fully committed to completing the project in accordance with the Certificates of Appropriateness and the guidelines set forth by the Board. No changes have been made to the originally approved plans or designs.

We respectfully request that this extension be granted to allow sufficient time to [state next step, e.g., secure building permits/begin construction].

Thank you for your time and continued consideration of this project. Please let me know if you require any additional information or documentation to process this request.

Sincerely,

[Your Signature]

[Your Printed Name]