

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

[Date]

[Landlord Name or Property Management Company]
[Landlord Address]
[City, State, Zip Code]

RE: Request for Extension of Build-Out Period - [Property Address/Suite Number]

Dear [Landlord Name or Property Manager],

I am writing to formally request an extension of the build-out period for the premises located at [Address/Suite Number], as specified in our lease agreement dated [Lease Start Date].

Per the terms of the lease, the current approval for tenant improvements is scheduled to expire on [Current Expiration Date]. Due to [briefly state reason, e.g., permit delays, material shortages, or contractor scheduling issues], the construction process has encountered unforeseen delays.

Consequently, we are requesting an extension of [Number of Days/Months] to complete the build-out. We anticipate that the new completion date and subsequent opening of the business will be approximately [New Requested Date].

All other terms and conditions of the original lease agreement shall remain in full force and effect. We are committed to completing the improvements as quickly as possible and will keep you updated on our progress.

Please acknowledge your approval of this extension by signing below and returning a copy to us, or by providing a formal amendment to the lease.

Thank you for your understanding and continued cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Landlord Approval:

Signature: _____ Date: _____