

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

[Date]

[Recipient Name]
[Title/Department]
[Enforcing Agency or Requesting Party Name]
[Recipient Address]
[City, State, Zip Code]

**Subject: Request for Extension of Time for ADA Accessibility Remediation -
[Case/Reference Number]**

Dear [Recipient Name],

I am writing to formally request an extension of time regarding the Americans with Disabilities Act (ADA) accessibility remediation requirements for the property/website located at [Address or URL].

The current deadline for completion of the remediation is [Current Deadline Date]. We are requesting an extension until [New Requested Date] to ensure all necessary modifications are completed in accordance with ADA Standards for Accessible Design.

The reason for this extension request is [Insert reason: e.g., delay in contractor availability, supply chain issues for specialized equipment, structural complexity, or pending permit approvals].

To date, the following progress has been made toward compliance:

- [Completed Item 1]
- [Completed Item 2]

We remain committed to providing full accessibility and are working diligently to resolve the remaining items. We believe this additional time will allow us to complete the project thoroughly and correctly.

Please let us know if this request is granted or if you require any further documentation regarding our remediation plan.

Thank you for your time and consideration.

Sincerely,

[Signature]

[Printed Name]

[Title]