

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Office/Department Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of BQ Permit

I hope this letter finds you well. I am writing to formally request an extension for my BQ permit, which is set to expire on [Expiration Date]. Due to [brief explanation of the reasons for the extension], I believe that an extension would greatly assist in [explain the benefits of the extension].

I kindly ask for an extension of [number of months needed] months, which would allow me to [mention any relevant activities or plans during the extension period].

Thank you for considering my request. I look forward to your positive response and am happy to provide any additional information if required.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]