

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Building Department's Name]
[City/County Name]
[Building Department's Address]
[City, State, Zip Code]

Dear [Building Department's Name or Contact Person],

Subject: Request for Building Permit Extension

I hope this letter finds you well. I am writing to formally request an extension for my building permit, which is set to expire on [original expiration date]. The permit was issued for [brief description of the project, including permit number].

Due to [reason for the delay, e.g., unforeseen circumstances, weather issues, changes in project plans], I am unable to complete the project by the original deadline.

I kindly request an extension of [duration requested] to allow me to complete the necessary work. I assure you that I am committed to adhering to all regulations and guidelines during this extension period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Company Name, if applicable]