

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

[Recipient Name]
[YK Construction]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Extension

I hope this letter finds you well. I am writing to formally request an extension for [specific project or task name] originally scheduled for completion on [original deadline date].

Due to [reason for extension request, e.g., unforeseen circumstances, material delays, etc.], I believe that an extension would allow us to achieve a higher quality outcome. I kindly request an extension of [duration of extension needed] to ensure all aspects of the project are thoroughly addressed.

I appreciate your consideration of this request and look forward to your understanding. Please let me know if you require any additional information or documentation to support my request.

Thank you for your attention to this matter.

Sincerely,

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