

[Date]

[Project Manager's Name and Address]

Dear **[Project Manager]**,

I would like to request for an extension of time for my construction contract dated last **[insert date of contract]**. I would need an additional **[number of days]** in order to finish my contracted work due to the following reasons:

[list details of your reasons why your work was delayed (time the delay happened, events that led to the delay, impact on works and cost of materials) and your alternatives in order to make up for delayed work]

Attached are the documents supporting my request. Thank you for your consideration.

Regards

[Your Name]