



(Day, Date, Month, Year)
(Contractor- Company)
(Address of Contractor Company)

Attn: (Person to address)

Project Details

Extension of Time Request No.

We refer to your request dated **Date/month/Year** requesting an extension of **No of days** working day/s to the above contract due to inclement weather during the period of **Date/month/Year** to **Date/month/Year**.

In response to your request for an extension, we hereby approve an extension of **#** working day/s in accordance with the provisions of Clause 8 of the Conditions of Contract. The calculation of an Amended Date for Practical Completion is as summarised below:

ITEM	DATE
Date of Contract Commencement	Date/month/Year
Time for Practical Completion	# Days
Original Date for Practical Completion	Date/month/Year
Previous Extensions	# Days
Extensions with this claim	# Days
Total Extensions	#Days
Amended Date for Practical Completion	Date/month/Year

Should you require any further information, please do not hesitate to contact the undersigned.

Yours sincerely,

Name

Role

Company

COPIES

1. **Client contact person , client company**



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