

Sample letter requesting time extension

November 24, 2014

Mr. Gerard Urbas
Emergency Management Division
Public Assistance Program
Building 20B, MS: TA-20
Camp Murray, WA 98430-5122

State No: D15 - 123
Disaster No: 4188-DR-WA
Applicant Name: Jurisdictions Name
PW Nos. 514 & 1136

Dear Mr. Urbas,

Please accept this letter as the (Applicant Name) request for a time extension to complete our work under Project Worksheets No. 514 and 1136.

The (Jurisdiction- City, Town, County, etc.) is requesting an extension to complete work under PW 516 and 1126 until June 30 2016. As the need for the temporary pumps and fuel is necessary to provide the (Jurisdiction – City, Town, etc.) with (your need, ie. - potable water) until the repairs to the (your location - Creek Waterline) is complete, we have been unable to complete this work under this project worksheet at this time. We anticipate that the work on the (name of project) will be complete by (your date, ie. - June 30, 2016).

The (Jurisdiction) originally thought that the permanent repairs would be completed prior to winter but project worksheet approval delays and an extended environmental review have put the project behind the originally anticipated schedule.

Thank you.

Sincerely,

Applicant Agent Name
Applicant Agent Title