

Contractor Name
Contractor Address
Town/City, State, Zip Code

Dear Sir or Madam:

Subject: Project No.
(Project Description)
Municipality
Time Extension Request

On (date), you submitted a request for an extension of contract time for project no._____.

(This request has been received and is presently under review. Upon completion of the Municipalities review, you will be notified of the Municipalities finding.)

or

(The information you submitted is incomplete and is being returned. Upon receipt of complete information, we will continue to review your request.)

or

(Your request fails to meet the requirement of the Contract for consideration for the following reasons:)(State Reasons)

Very truly yours,

Municipal Official

cc:
MSAT Team