

March 30, 2011

Certified Mail: 

Recipient
Company
Address
Address

RE: CONTRACT TIME EXTENSION

Fin No:
FAP No:
Contract No:
County:
Project Description:

Dear :

Your letter dated , requesting a  () calendar day time extension on the above referenced project has been reviewed by the **List Operation Center** Operations Center and the District Construction staff and a recommendation has been provided. Our findings are as follows:



After reviewing the time line of the project, the Department acknowledges the contractor should receive an extension of  () days due to the delay caused by . The Department will grant your company a no cost time extension of  () calendar **days** as full and final compensation for the issues presented in your time extension request. By your acceptance of this time extension, as indicated below, you agree to pursue no further claim, financial or otherwise, in connection with the above request.

