

March 30, 2011

Recipient
Company
Address
Address

Attention: **FHWA Area Engineer**

RE: RECOMMENDATION ON TIME EXTENSION REQUEST

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

Dear _____ :

Enclosed is a copy of the District staff's evaluation of the subject time extension request. Our analysis concludes the following time extension **item is** justified:

List each item identified by the time extension, the number of days requested, and the number of days to be granted. Include a short summary of the basis for the decision to grant or not grant time

We respectfully request FHWA concurrence and participation.

Sincerely,

Name of Engineer
Operations Center Engineer

cc: Jonathan M. Sands, P.E., District Construction Engineer
 , Contract Support Specialist
 , Project Administrator
File