**APPROVAL LETTER**

**Date:** March 12, 20XX

Robbin thatcher

Project head — infrastructure

469, pink plaza

oak road, New York

Emile Jonas

Brooklyn hills

**Subject:** **Letter for Approval of an Extension of Time for the Project Greenland Parks**

Dear madam,

I am writing this letter for your approval for the extension of the time for the delivery of the completed project Greenland parks, due to the new designing norms and the change in the government policies, which will cause a delay in the completion of the project as it requires a redo according to the new scheme and policies.

My team has developed a unique designing scheme for the project in the same budget, so it will not carry any extra monetary burden. According to the new government norms, it is important to complete the project to avoid any inconvenience in the future as it is a long-term project. It will also be more beneficial for return as per our latest survey.

Thank you for your time and as it is a time-bound project, so I would appreciate your response within a week.

Sincerely,

**[Signature]**

Robbin thatcher

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