**\*\*\* USE MUNICIPALITY’S LETTERHEAD \*\*\***

Town of [***enter name of municipality***]

[***enter municipality’s mailing address***]

[***enter date***]

**RE:**  Project Information [***example: DR 4474 PW238 GM 138353 Category C Richard Elms Culvert Large project – Town of Sampso***n]

Dear Ms. Canarecci:

The Town of Sampson is requesting a time extension on DR 4474 PW238 Large project Richard Elms Culvert.

The current period of performance ends on September 30, 2023.

The reason for a time extension on PW238 is due to a shortage of workers available due to COVID and employee turnover as winter approaches and material and shortage issues. Also, the large project still needs to be put out to bid after finally being approved by FEMA.

The Town is requesting a time extension until 8/31/2023 to complete this work.

The town understands that the scope of work written in the project must be completed by this deadline or a request must be further made to FEMA, and anything above or beyond the scope needs to seek FEMA approval before construction begins.

Sincerely,

 [***sign your full name***]

**[*type your full name*]**

[***type official municipal title***]