

*[date]*

Lower Nazareth Township  
Board of Supervisors  
306 Butztown Road  
Bethlehem, PA 18020

Reference: *[Project Name]*  
*[Street Address/Road Location], [Tax Parcel Number(s)]*

Dear Board:

Please allow this to serve as an offer of time extension for the above referenced project. The time period for Lower Nazareth Township's review of the *[project name]* expires *[provide current review deadline]*. *[Applicant]* hereby agrees to an extension of the time of *[provide new review date]*.

If there are any questions, please contact me.

Very truly yours,

Example of Time Extension Letter