

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Denial of Extension Request for [Reference Number/Project Name]

Dear [Recipient Name],

We are writing to formally respond to your request for an extension regarding [Name of Approval/Permit/Project].

After reviewing your file, we regret to inform you that your request for an extension has been denied. This decision is based on the fact that the original approval period expired on [Expiration Date].

According to our records and established policies, extension requests must be submitted and processed prior to the expiration date of the initial approval. Because the approval has already lapsed, it is no longer eligible for an extension.

To proceed, you will be required to submit a new application for [Approval/Permit Name]. Please note that this new application will be subject to current regulations and fees.

If you have any questions regarding the new application process, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]