

To The Berkeley Finance Office:

I purchased the house located at STREET ADDRESS a year ago on PURCHASE DATE. I am requesting an extension to do my retrofit work under the Berkeley retrofit rebate transfer tax rebate program. I recently found a contractor I feel comfortable with to do this important work and have submitted plans to the building department, which has been running behind due to a large workload. That is why I have not done the work by now. In light of this I am requesting a six-month extension of my rebate. The contractor has told me he will get the work done as soon as possible.

Sincerely,

YOUR NAME

YOUR PHONE NUMBER