

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 an engineer that is diligently working on plans to submit 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 is able to start the work as soon as plans are approved and permit issued.

Sincerely,

YOUR NAME

YOUR PHONE NUMBER