

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 we are diligently working on plans to submit to the building department. That is why I have not done the work by now. In light of this I am requesting a twelve-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