15.11.2023

As part of the BAP...……(Number and Title)………project I am currently conducting, I kindly ask your support and assistance for giving me ……. more month in addition to the current project duration of ………[[1]](#footnote-1)months.

Sincerely,

Project Coordinator (Name, Surname, Title, Signature)

**Enclosure:**

- The BAP work plan revised in accordance with your additional time request

1. Up to 1/3 of the total duration of the project can be requested. [↑](#footnote-ref-1)