|  |  |
| --- | --- |
| competent authority logo  «${(account.primaryContact)!}»  «${(account.legalEntityName)!}»  «${(account.legalEntityLocation)!}»  «${currentDate?date?string('dd MMMM yyyy'» | «${competentAuthorityCentralInfo}» |

Dear «${(account.primaryContact)!}»

**THE GREENHOUSE GAS EMISSIONS TRADING SCHEME REGULATIONS 2012 (SI 2012, No 3038), (the Regulations)**

**Installation name:** «${(account.name)!}»

**PMRV reference:** «${(permitId)!}»

I refer to «${(workflow.requestTypeInfo)!}», received by the «${competentAuthority.name}» on «${workflow.requestSubmissionDate?date?st». The Regulations require that the «${competentAuthority.name}» should determine this application within two months from the date on which the application was received, or any such longer period as may be agreed between the applicant (yourselves) and the «${competentAuthority.name}».

I hereby request your agreement to an extension of the determination period to «${workflow.params.extensionDate?date?str».

Could you please confirm your acceptance of this request by completing the work queue task in PMRV by «${workflow.params.deadline?date?string('»?

If you do not agree to this extension you may, at the end of the determination period, notify the «${competentAuthority.name}» that you treat the non-determination as a refusal of the application. You can then appeal against the refusal.

If you have any queries at this time, these should be addressed in the first instance to «${competentAuthority.email}».

Yours sincerely

signature

«${signatory.fullName}»

CC: «[#list email.ccRecipients as cc]»«${cc}[#sep], [/#sep]»«[/#list]»