

SAMPLE LETTER ASKING FOR EXTENDED TIME FOR YOUR CONSTRUCTION PERMIT

Your Name and Address

Date

Peter Doyle, Chief
Audio Services Division
Media Bureau
Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

Re: *[insert your facility and permit file numbers here]*, request for extension of LPFM
CP

Dear Mr. Doyle:

[Insert your organization name] seeks a waiver delaying the expiration of its construction permit. Our permit will expire on _____, and we are unable to complete construction of our LPFM station in that time, but we would be able to construct a station and begin broadcasting if the FCC granted us more time.

Specifically, we are unable to finish construction for the following reasons.

[State your reasons – be honest! Here are some typical reasons, but don't write any reasons that are not true. Adjust the reasons below if they are not accurate for you. Don't say too much, a long explanation is NOT needed.]

Our organization applied for a LPFM construction permit in *[insert month/year]*, we did not receive our construction permit until *[insert month/year]*. It was very difficult for a small non-profit volunteer organization to maintain volunteer enthusiasm and commitment during the long delay between application and receipt of the construction permit. Many of our volunteers gave up, or thought we would never get a permit. Now that we have a permit, we are once again successfully recruiting volunteers, but we need more time to organize and train them.

Our organization has an annual budget of approximately *[insert amount]*. The small size of our organization means that it has been difficult and taken longer than anticipated to raise sufficient funds to purchase equipment *[or whatever else you need funds for]*. Our fundraising will take longer than 18 months for us to construct a station and begin broadcasting. We have raised *[insert amount of money raised]* so far, and we will be able to raise the additional needed funds soon.

Our organization has found it difficult to make arrangements for our transmitter location. We have [*faced opposition at the zoning board*] or [*were unable to obtain engineering expertise*] or [*suffered severe weather that precluded construction or destroyed our equipment*] or [*needed additional time to obtain permits or approval from the National Park Service/State/Federal Aviation Administration*] that would allow us to put up our transmitter within the 18 month period.

For the above reasons, we request the FCC waive its rules and extend the period of our construction permit to three years, the same length of time for full power construction permits. Smaller organizations require more time, not less time, to construct a station and successfully begin broadcasting. It would be a waste of scarce FCC resources and of our organizations scarce resources to allow this construction permit to expire when offering our organization more time would put spectrum to good use in the public interest.

Sincerely,

Your name
Title
Organization

The following explanations are **NOT** good explanations to submit to the FCC, they might get you in trouble:

1. **Our organization has dissolved or been taken over by another organization.**
2. **Our organization or its board members have been slowed because they violated the law/tax rules/etc.**
3. **Our organization does not have control over our transmitter site and we can't get the owner to allow us to construct it.**