

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Auditor's Name]
[Audit Agency/Firm Name]
[Address]
[City, State, Zip Code]

RE: Request for Extension to Respond to Audit [Audit Reference Number/ID]

Dear [Auditor's Name],

I am writing to formally request an extension of time to respond to the audit notification dated [Original Notice Date]. The current deadline for submission is [Original Due Date].

We are working diligently to gather the requested documentation; however, we require additional time due to [Reason for delay, e.g., the volume of records requested / unavailability of key personnel / recent system migrations].

In light of these circumstances, we respectfully request a new submission deadline of [Requested New Date]. This extension will ensure that we provide a complete and accurate response to all inquiries.

Please let us know if this request is acceptable or if you require further information regarding this delay. Thank you for your time and professional courtesy.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]