

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Investigator Name]

Equal Employment Opportunity Commission

[Local Office Address]

[City, State, Zip Code]

Re: [Charging Party Name] v. [Respondent/Company Name]

EEOC Charge No.: [Charge Number]

Dear [Investigator Name],

I am writing on behalf of [Respondent/Company Name] to formally request an extension of time to file the Position Statement in response to the above-referenced charge. The current deadline for submission is [Current Deadline Date].

We are requesting an extension of [Number of Days, e.g., 14 or 30] days, moving the new deadline to [Requested New Date].

This additional time is necessary because [Reason for request, e.g., we require more time to complete an internal investigation / key personnel are currently unavailable / we recently retained legal counsel]. This request is made in good faith and not for the purpose of undue delay.

Thank you for your time and consideration of this request. Please notify me if this extension is granted or if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]