

Request for Audit Extension - Formal

Subject: Request for Extension - Audit Response Deadline

Dear [Auditor Name/Audit Committee],

I am writing to formally request an extension of [number] days for submitting our complete response to the audit inquiry dated [date], with the current deadline of [original deadline date].

This request is necessitated by the following circumstances:

[Reason 1]: [Detailed explanation - e.g., complexity of records requiring retrieval from archived storage, key personnel unavailable due to medical emergency, system migration affecting data accessibility]

[Reason 2]: [Additional explanation if applicable]

We are making every effort to compile the requested information and have already completed approximately [percentage]% of the required documentation. The additional time will enable us to provide a thorough and accurate response that fully addresses all audit inquiries.

We propose a revised submission date of [proposed new date], which will allow adequate time to gather, verify, and organize all requested materials. We commit to maintaining communication throughout this period and can provide preliminary documents by [interim date] if that would be helpful.

We apologize for any inconvenience this delay may cause and appreciate your understanding and flexibility in this matter.

Respectfully,

[Your Name]

[Your Title]

[Organization Name]

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