Audit Timeline Extension Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the timeline of our upcoming audit scheduled for [original audit date]. Due to [brief explanation of the reason for the extension request], we believe that additional time is necessary to ensure a thorough and comprehensive audit process.

We propose to extend the deadline to [proposed new date], which will allow us to meet all necessary requirements and provide the required documentation adequately. We appreciate your understanding and cooperation regarding this matter.

Please let us know if this extension can be accommodated or if further discussion is necessary. We value our collaboration and are committed to maintaining the highest standards throughout the auditing process.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]