Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request an extension for the completion of the audit initially scheduled for [original completion date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional information required, etc.], we find it necessary to extend the audit timeline.

We propose a new completion date of [new completion date] to ensure that all aspects of the audit are thoroughly addressed. We believe this additional time will greatly enhance the quality and accuracy of the audit findings.

We appreciate your understanding and flexibility in this matter. Please let us know if this revised timeline is acceptable, or if further discussions are needed.

Thank you for your attention to this request. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email]

[Your Phone Number]