

Request for Extension of Audit Records Retention

Date: [Insert Date]

To: [Insert Name]

[Insert Title]

[Insert Company/Organization Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the retention of audit records for the period ending [Insert Date]. Due to [briefly explain reason for extension request, e.g., ongoing investigations, compliance review], we believe that retaining these records for an additional [insert duration] is essential.

The specific records we are requesting to retain include:

- [Record Type 1]
- [Record Type 2]
- [Record Type 3]

We appreciate your attention to this matter and would be grateful if you could confirm our request at your earliest convenience. If you require any further information or documentation, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]