

Request for Extension During Audit

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Auditor's Name]
[Audit Firm/Department Name]
[Firm/Department Address]
[City, State, ZIP Code]

Dear [Auditor's Name],

I hope this message finds you well. I am writing to formally request an extension for the audit currently being conducted on [specific details about the audit]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, additional data needed], we believe that additional time would be beneficial to ensure a thorough and accurate audit process.

We kindly request an extension of [number of days/weeks] to complete the necessary preparations. We appreciate your understanding and cooperation in this matter and are committed to providing you with the required information as promptly as possible.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]