

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Extension of Investigation - [Case/Reference Number]

Dear [Recipient Name],

This letter is to formally notify you that the ongoing investigation regarding [brief description of the matter] requires additional time to complete.

While we initially anticipated a conclusion by [Original Date], the investigation has been extended due to [Reason for extension, e.g., discovery of new information / unavailability of key witnesses / complexity of data review].

We now expect the investigation to be finalized by [New Expected Completion Date]. We will notify you in writing of the final outcome or if any further information is required from your side.

Thank you for your patience and cooperation during this process. If you have any questions, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]