

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Extension of Investigation

Dear [Recipient Name],

We are writing to provide you with an update regarding the ongoing investigation into [brief description of the matter/case number], which began on [Start Date].

This letter is to formally notify you that we require additional time to complete this process. The extension is necessary due to [reason for extension, e.g., the complexity of the case, the unavailability of key witnesses, or the discovery of new evidence].

We now anticipate that the investigation will be concluded by [New Expected Completion Date]. We will notify you in writing of the outcome once the final review is complete.

If you have any questions or have additional information to provide, please contact [Contact Person Name] at [Phone Number/Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Signature]
[Your Title]
[Organization Name]