

[Your Institution Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Examiner-in-Charge Name]  
[Regulatory Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: Request for Extension of Deadline - Fair Lending Examination**

Dear [Examiner Name],

On behalf of [Your Institution Name], I am writing to formally request an extension regarding the document submission deadline for the current Fair Lending Examination, originally scheduled for [Original Deadline Date].

We are requesting a new submission deadline of [Proposed New Date]. This request is due to [Briefly state reason, e.g., the volume of data requested / unexpected staffing shortages / technical issues with data extraction].

Our team is working diligently to compile the required information to ensure the accuracy and completeness of the data provided. We remain committed to cooperating fully with the examination process and will provide the requested materials as soon as possible.

Thank you for your time and consideration of this request. Please let us know if this extension is acceptable or if you require further information.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Phone Number]  
[Your Email Address]