[Date]

[Recipient Name/Department]
[Financial Regulatory Authority Name]
[Address]
[City, State, Zip Code]

RE: Request for 30-Day Extension for Filing Suspicious Activity Report (SAR)

Dear [Recipient Name],

Pursuant to applicable regulatory requirements, [Financial Institution Name] is formally requesting a 30-day extension to file a Suspicious Activity Report regarding [Case Reference Number/Subject Name].

The original filing deadline is [Original Due Date]. We are requesting an extension until [New Requested Date] due to the following reason(s):

- Additional time is required to identify the subject's full identity and related accounts.
- Ongoing internal investigation involves complex multi-jurisdictional transactions.
- Delay in receiving subpoenaed records or third-party documentation.
- [Other specific reason].

We confirm that [Financial Institution Name] is acting with due diligence to complete the investigation. We will notify the appropriate authorities immediately should we uncover information indicating an ongoing threat or urgent criminal activity during this period.

Thank you for your consideration of this request. Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]
[Name of BSA/AML Officer]
[Title]
[Financial Institution Name]