Date

Name

Address

Dear      ,

Thank you for submitting your amendment request. Your request has been forwarded to the appropriate individual for review. At this time, we are notifying you of the need for a 30-day extension in processing your request for amendment. This extension is necessary for the following reason(s):

[Explanation/Reason for Extension]

We will have a decision made by (enter date which must be within 90 days of the request), and you will receive written notification of the decision.

Sincerely,

[Signature]