[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: REQUEST DELAY IN PROVIDING FINANCIAL STATEMENT**

Dear [CLIENT NAME],

According to the terms and conditions of our credit facility, we are required to provide [BANK] with our [ANNUAL/QUARTERLY] financial statements within [NUMBER] days following our fiscal year end ([DATE OF YEAR END]).

We are facing an unusual situation, which will we prevent us to provide you with our financial statements in time. [EXPLAIN THE REASONS OF THE DELAY]; however we do anticipate having this resolved within [NUMBER OF DAYS/WEEKS].

We would therefore respectfully request an additional [ADDITIONAL DELAY PERIOD REQUESTED] delay. We will, of course, do everything possible to speed-up the process.

Thank you in advance for your anticipated collaboration. Should you have any questions, please do not hesitate to contact us.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]