Requesting OIG Letterhead

The Honorable Hannibal “Mike” Ware

Chair, CIGIE Audit Committee

Inspector General, U.S. Small Business Administration

409 3rd Street, SW

Washington, DC 20416

Subject: Extension Request for Final System (or Modified Peer) Review Report

Dear Inspector General Ware,

The Reviewing Agency Name Office of Inspector General (OIG) is in the process of conducting an external (a modified) peer review of the Reviewed Agency Name OIG for the period ended March 31 (or September 30), 20xx. The recent outbreak of COVID-19 (or some other reason) delayed the Reviewing OIG from issuing the peer review report within the automatic three-month extension. Because of the delay and uncertainty related to COVID-19 (or some other reason,) it is unlikely that we will meet the due date to submit our final system (modified peer) review report. Therefore, we respectfully request an extension to Month xx, 202x.

If you have any questions, please contact Reviewed OIG Assistant Inspector General for Audits or designee at 202-555-1234 or email@xxxoig.gov; or Reviewing OIG point of contact name at 202-555-4321 or email@xxxoig.gov.

Sincerely,

Requestor Name

Inspector General

Cc: The Vice Chair of the Audit Committee

Reviewing Agency IG Name