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[sancapchr.org](http://sancapchr.org)

Date: December 11, 2025

Re: Request for Extension for CHR Audit Submission

To: Sanibel City Manager and City Council,

Community Housing & Resources, Inc. (CHR) respectfully requests an extension for the submission of our annual financial audit. Due to auditor scheduling, additional time is required to ensure the completion of an accurate and comprehensive audit report.

We are requesting approval to submit the finalized audit no later than January 31, 2026.

CHR remains fully committed to transparency and compliance with all reporting requirements, and we appreciate the City's continued partnership and understanding as we work to finalize the audit with the highest level of accuracy and accountability.

Thank you for your consideration of this request. Please feel free to contact me at [nicole@sancapchr.org](mailto:nicole@sancapchr.org) or 239-565-6663 if further information is needed.

Sincerely,  
Nicole McHale  
Executive Director  
Community Housing & Resources, Inc.