

Important Update: Tax Filing Due Date

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding the tax filing deadlines for the upcoming tax year.

The due date for filing your tax return has been extended to **[New Due Date]**. Please ensure that all required documents are submitted before this date to avoid any penalties.

If you have any questions or need assistance, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]