

Application for Business Tax Return Extension

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Application for Extension of Business Tax Return Due Date

Dear [Recipient's Name],

I am writing to formally request an extension for filing the business tax return for [Your Company Name] for the tax year [Tax Year]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional documentation needed, etc.], I am unable to meet the original filing deadline of [original filing deadline date].

I respectfully request an extension of [number of months] months, which would allow us to ensure that all financial information is accurate and complete. I assure you that we are committed to fulfilling our tax obligations and will submit our tax return by the extended deadline of [new proposed deadline].

Thank you for considering our request. Should you require any further information or documentation, please do not hesitate to contact me at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]