

# Business Tax Extension Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact/Department],

I am writing to formally request an extension for the filing of our business tax return for the fiscal year ending [Insert Date]. Due to [specific circumstances, e.g., unforeseen financial challenges, natural disasters, etc.], we are unable to meet the original deadline of [Insert Deadline].

We are committed to maintaining compliance with tax obligations and would greatly appreciate your understanding in granting us an extension until [Insert Requested Extension Date] to ensure we can provide accurate and complete information.

Thank you for considering our request. Please let us know if you require any additional documentation or information to process this extension.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]