

# Confirmation of Business Tax Extension Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Agency/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as confirmation of our request for an extension on the filing of our business tax return for the year [insert tax year]. We submitted our extension request on [insert request date], and we appreciate your acknowledgment of this request.

Please let us know if there are any additional documents or information you require from us during this extended period. We aim to ensure that all necessary filings are completed accurately and submitted in compliance with regulations.

Thank you for your assistance and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]