

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our business tax extension request submitted on [submission date]. As the deadline approaches, I want to ensure that all necessary documentation has been received and that we are in compliance with tax regulations.

If there are any outstanding items or additional information required from our end, please let me know. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]