

Formal Appeal for Business Tax Deadline Extension

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of our business tax submission for the fiscal year [Insert Year]. Due to [briefly explain reason, e.g., unforeseen circumstances, financial difficulties], we are unable to meet the current deadline of [Insert Current Deadline Date].

In order to ensure that we are able to report our financials accurately and comprehensively, we kindly request an extension of [Insert Number of Days/Weeks] to submit our tax return, pushing the new deadline to [Insert Proposed New Deadline Date].

We remain committed to fulfilling our tax obligations and assure you that this extension will allow us to provide a more accurate and complete submission. We appreciate your understanding and consideration of our request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]