

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

[Date]

Tax Office
[IRS/Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I hope this message finds you well. I am writing to inquire about the options available for extending the business tax filing deadline for [Your Company Name], EIN: [Your Company's EIN]. Given the current circumstances, we are exploring our options for filing extensions.

Could you please provide information regarding the application process, eligibility criteria, and any associated deadlines? Additionally, if there are any forms or documentation required, I would appreciate your guidance on how to obtain and submit them.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]