

Letter of Justification for Business Tax Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Name],

I am writing to formally request an extension for filing our business tax return for the fiscal year ending [Insert Fiscal Year End Date]. Due to [briefly explain the reason, e.g., unforeseen circumstances, health issues, etc.], we are unable to meet the original filing deadline of [Insert Original Due Date].

We understand the importance of timely tax submissions and are committed to fulfilling our responsibilities. We estimate that we will require an additional [Insert Number of Weeks/Months] to complete our filing accurately.

We kindly request an extension until [Insert Requested Extension Date]. This additional time will allow us to ensure that all financial information is accurately reported and in compliance with IRS regulations.

Thank you for considering our request. We appreciate your understanding and support. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]