

Notification of Business Tax Filing Extension

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are writing to formally notify you that our business has been granted an extension for filing our tax return for the fiscal year ending [Insert Date]. The new deadline for submission is now set for [Insert Extended Deadline Date].

This extension has been granted due to [brief reason for extension, e.g., unforeseen circumstances, need for additional time to gather financial documents]. We assure you that we remain committed to fulfilling our tax obligations promptly.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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