

Request for Business Tax Extension

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Department of Revenue

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact/Department],

I am writing to formally request an extension for filing our business tax return for the fiscal year ending [Fiscal Year End Date]. Due to [brief explanation of the reason for the extension, e.g., unforeseen circumstances, delays in documentation, etc.], we are unable to meet the original filing deadline of [Original Deadline Date].

We kindly request an extension of [Number of Months] months, which would allow us to file by [New Proposed Deadline]. We assure you that this time will be used to ensure accurate and complete reporting.

Please confirm the receipt of this request and the approval of the extension at your earliest convenience. If you require any additional information or documentation to process this request, please do not hesitate to reach out to me directly.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]