

# Urgent Request for Business Tax Extension

Date: [Insert Date]

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

To [Tax Authority Name],  
[Tax Authority Address]  
[City, State, Zip Code]

Dear [Tax Authority Contact Person/Department],

I am writing to urgently request an extension for filing my business taxes for the year [Insert Year]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the original filing deadline of [Insert Deadline Date].

I kindly ask for an extension of [Insert Length of Extension Requested, e.g., 30 days] to ensure that I can submit an accurate and complete tax return. I appreciate your understanding and consideration in this matter.

Thank you for your attention to this urgent request. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Business Name]