

Notification of Tax Filing Deadline Changes

Dear [Recipient's Name],

We are writing to inform you about important changes regarding the tax filing deadlines for this year. Due to [reason for the change], the deadlines have been adjusted to the following dates:

- **Individual Tax Returns:** [New Date]
- **Business Tax Returns:** [New Date]
- **Additional Forms:** [New Date]

Please make sure to plan accordingly and submit your filings by the revised deadlines to avoid any penalties. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]