

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name or "To Whom It May Concern"],

I am writing to formally request an extension on my tax filing deadline for the tax year [insert year]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the original deadline of [original deadline date].

In light of this situation, I kindly ask for an extension of [number of weeks or months you would like] to ensure that I submit my tax return accurately and completely.

I appreciate your understanding and support in this matter. Please let me know if any additional information is needed to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]