

Application for Extended Tax Payment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Official's Name],

I am writing to formally request an extension on the payment terms for my tax obligations for the [insert tax year or period]. Due to [briefly explain your situation, e.g., financial hardship, unexpected expenses], I am unable to meet the original deadline.

I kindly request an extension of [insert the desired extension period] to allow me additional time to fulfill my payment obligations. I assure you that I am committed to resolving this matter as soon as possible.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]