

Request for Tax Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request an extension on my tax filing for the year [Insert Year]. Due to [provide detailed justification, such as unforeseen circumstances, medical emergencies, or delays in obtaining necessary documentation], I am unable to file my tax return by the original deadline of [Insert Deadline Date].

Despite my efforts to gather all relevant information and documents, [elaborate on specific challenges faced, such as waiting for W-2 forms, income statements, or any legal matters that have caused delays]. This has impacted my ability to complete my tax return accurately and timely.

I respectfully request an extension of [insert number of months you are requesting] to ensure that I can file my taxes correctly and to avoid any potential penalties for late submission.

Thank you for considering my request. I look forward to your understanding and support regarding this matter.

Sincerely,

[Your Name]