

# **Subject: Request for Tax Deadline Extension**

Dear [Tax Authority/Accountant's Name],

I hope this message finds you well. I am writing to formally request an extension for my tax filing deadline, currently due on [Due Date]. Due to [brief reason for the request, e.g., unforeseen circumstances, financial documentation delay], I am unable to complete my tax return by the original deadline.

I kindly ask for an extension until [Requested Extension Date] to ensure that I can provide an accurate and complete return. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. Please let me know if you require any additional information.

Sincerely,  
[Your Full Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]