

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Extension of Tax Filing

Dear [Tax Authority Name or Title],

I am writing to formally request an extension for filing my tax return for the year [Tax Year]. Due to [brief explanation of reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to prepare my return by the original due date of [original due date].

I kindly request an extension until [proposed extended due date]. I assure you that I am committed to fulfilling my tax obligations and will submit my return promptly by the extended deadline.

Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]