

Request for Tax Filing Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Extension for Tax Filing

Dear [Tax Authority Name],

I am writing to formally request an extension for filing my tax return for the tax year [Insert Tax Year]. Due to [briefly explain your reason, e.g., unforeseen circumstances, illness, etc.], I am unable to complete my tax documents by the original deadline.

I kindly request an extension until [desired new filing date]. I have enclosed [mention any supporting documents, if applicable] for your consideration.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]