

Subject: Request for Extension on Tax Filing Deadline

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Name or 'Tax Officer'],

I hope this message finds you well. I am writing to formally request an extension for my tax filing, originally due on [original due date]. Due to [brief explanation of circumstances, e.g., unexpected personal issues, medical emergencies, etc.], I am unable to meet the deadline.

I understand the importance of timely filings and assure you that I am committed to fulfilling my tax obligations. I kindly request an extension of [number of weeks/months needed] in order to adequately prepare my submission.

Thank you for considering my request. I look forward to your understanding and support. If you require any additional information or documentation to process my appeal, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Tax Identification Number]