

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for filing my tax returns for the tax year [Year]. Due to [briefly explain reason for the extension request, e.g., unforeseen circumstances, personal situation], I am unable to meet the original deadline of [Original Deadline Date].

I kindly request an extension until [Requested Extension Date] to allow me the necessary time to gather the required documentation and ensure that my tax return is accurate and complete.

I appreciate your understanding and consideration of my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]