

# Request for IRS Tax Extension

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Internal Revenue Service

[IRS Address]

City, State, Zip Code

Subject: Request for Extension of Time to File Tax Return

Dear Sir or Madam,

I am writing to request an extension of time to file my individual income tax return for the tax year [Insert Year]. Due to [briefly explain reason for request--e.g., unforeseen circumstances, illness, etc.], I am unable to meet the original deadline for filing.

I kindly request an extension of [insert number of months] months. I understand that if approved, I will still need to pay any tax owed by the original due date to avoid penalties and interest.

Thank you for considering my request. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]