

Urgent Request for Tax Deadline Extension

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Internal Revenue Service
Address of IRS Office
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally request an extension for the upcoming tax deadline for the year [insert year]. My situation has changed unexpectedly due to [briefly explain reason, e.g., medical emergency, natural disaster, etc.], which has impacted my ability to file my taxes on time.

I kindly ask for an extension of [number of days/weeks] to allow me ample time to gather and prepare all necessary documentation for my tax filing. I assure you that I am committed to fulfilling my tax obligations and want to ensure everything is accurate and complete.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your response.

Sincerely,
Your Name