

Subject: Request for Assistance with Income Tax Submissions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance regarding my income tax submissions for the year [insert year]. Due to [briefly explain your circumstances, e.g., unexpected personal challenges, health issues, etc.], I am finding it increasingly difficult to meet the tax submission deadline and ensure that all necessary documents are accurately prepared.

As you understand, timely and accurate tax submissions are crucial to avoid any penalties or complications. I would greatly appreciate any help or guidance you could provide during this time. Whether it is assistance with preparing forms, understanding deductions, or meeting filing deadlines, I would be grateful for your support.

Thank you for considering my request. I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]