

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an extension for the payment of employer taxes for the period of [specific period in question]. Due to [brief reason for the request, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the current payment deadline of [original due date].

Therefore, I kindly request an extension until [proposed new payment date]. I assure you that I am committed to fulfilling this obligation and plan to take the necessary steps to secure the funds.

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

Sincerely,

[Your Name]