

# Payment Extension Request for Tax Obligations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Name],

Subject: Request for Payment Extension on Tax Obligations

I am writing to formally request an extension for the payment of my tax obligations for the year [Insert Year]. Due to [briefly explain reason for payment extension], I am unable to meet the original deadline of [Insert Original Deadline].

I kindly ask for an extension until [Insert Desired Extension Date] to fulfill my tax payment obligations. I assure you that I am committed to resolving this matter as promptly as possible and appreciate your understanding in this difficult time.

If you require any further information or documentation to support my request, please do not hesitate to contact me at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Tax Identification Number]