

Application for Corporate Tax Deadline Extension

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
[Recipient's Name]
[Title/Position]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the upcoming corporate tax filing deadline for [Your Company Name], which is currently due on [Original Due Date]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, financial difficulties, etc.], we are unable to complete our filing by the original deadline.

We believe that an extension will allow us adequate time to prepare and submit our tax documentation accurately and comprehensively. We kindly request an extension until [Proposed Extended Date].

We appreciate your understanding in this matter and look forward to your favorable response.

Thank you for considering our request.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]