

Application for Postponement of Corporate Tax Submission

[Your Name]
[Your Position]
[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tax Authority's Name]
[Tax Authority's Address Line 1]
[Tax Authority's Address Line 2]
[City, State, Zip Code]

Dear [Tax Authority's Name],

Subject: Application for Postponement of Corporate Tax Submission

I hope this letter finds you well. I am writing to formally request a postponement of the submission of my company's corporate tax return, originally due on [original due date]. Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, financial difficulties, restructuring], we require additional time to gather the necessary documentation and complete our tax return accurately.

We kindly request an extension of [number of weeks/months you are requesting], which would allow us to thoroughly prepare and ensure compliance with all tax regulations. We believe that this additional time will be beneficial in providing a more accurate and complete submission.

Thank you for considering our request. We appreciate your understanding and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]