

Subject: Request for Corporate Tax Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of our corporate tax return for the fiscal year [Insert Fiscal Year]. Due to [brief explanation of reason, e.g., unforeseen circumstances, financial review, etc.], we would greatly appreciate additional time to ensure all necessary details are accurately reported.

We are committed to meeting our tax obligations and would like to propose an extension until [Insert Proposed Extension Date]. We believe this additional time will enable us to provide a more comprehensive and accurate tax return.

Thank you for considering our request. We anticipate your favorable response, and we are more than willing to provide any further information you may require.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]