

Formal Notice for Corporate Tax Filing Deferral

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

Dear [Recipient Name],

Subject: Request for Corporate Tax Filing Deferral

We are writing to formally request a deferral for the upcoming corporate tax filing originally due on [Original Due Date]. Due to [brief explanation of the reason for deferral, e.g., unforeseen circumstances, economic conditions, etc.], we find ourselves in need of additional time to prepare our financial documents accurately.

We kindly ask for an extension until [Requested New Due Date] to submit our corporate tax filings. We believe this additional time will allow us to ensure compliance with all relevant tax regulations and provide an accurate representation of our financial position.

We appreciate your understanding in this matter and look forward to your favorable response. Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]