

# Request for Extension of Corporate Tax Return

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[IRS Address]

[City, State, ZIP Code]

Subject: Request for Extension of Corporate Tax Return for [Tax Year]

Dear Sir/Madam,

I am writing to formally request an extension for filing the corporate tax return for [Your Company Name], EIN [Your Company EIN], for the tax year ending [Date]. We need an additional extension of [number of days requested] days due to [brief explanation of reasons, e.g., unforeseen circumstances, need for additional time to gather information, etc.].

We are committed to ensuring the accuracy and completeness of our tax return, and believe that this additional time will allow us to achieve that goal. We appreciate your understanding and consideration of our request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]