

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Representative's Name],

I hope this message finds you well. I am writing to inquire about the status of our corporate tax extension application submitted on [submission date]. We are seeking an extension for the tax year [tax year].

Due to [brief explanation of the reasons for requesting an extension, e.g., financial audits, unforeseen circumstances], we believe that an extension would be in the best interest of both our company and the tax authority.

We would appreciate any updates you could provide regarding the approval process and if there are any additional documents or information required from our side. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]