

Notice of Intent for Corporate Tax Filing Extension

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

Subject: Notice of Intent to File for Extension of Corporate Tax Return

I am writing on behalf of [Your Company Name], EIN: [Your Company EIN], to formally notify you of our intent to file for an extension for our corporate tax return for the tax year ending [Insert Tax Year].

We are requesting an extension of [Number of Months] months, which we intend to file by [Insert Extended Filing Date]. The reason for this request is [Briefly Explain Reason for Extension].

We have taken all necessary steps to prepare our corporate tax return, and we anticipate completing it by the extended deadline. Please let us know if there are any additional forms or requirements needed to process this request.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]