

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[IRS Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of Time to File Corporate Tax Return

I am writing to formally request an extension for filing our corporate tax return for the fiscal year ending [Fiscal Year-End Date]. Due to [brief reason for extension, e.g., unforeseen circumstances, additional time needed for financial documentation], we are unable to meet the standard filing deadline.

We are seeking an extension of [number of months requested] months, which we believe will allow us to prepare our return accurately.

We understand the importance of timely compliance and assure you that we are taking all necessary steps to finalize our documents as soon as possible. We appreciate your consideration of this request and are prepared to provide any further information needed to support our application.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]