

# Letter of Submission for Extended Corporate Tax Filing

Date: [Insert Date]

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

To:  
[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of Corporate Tax Filing

I am writing to formally request an extension for the filing of our corporate tax return for the fiscal year ending [Insert Fiscal Year-End Date]. Due to [brief explanation of the reason for the request], we are unable to meet the original filing deadline of [Insert Original Deadline].

We anticipate that the necessary documents and information will be available to us by [Insert Expected Completion Date]. We kindly request an extension until [Insert Requested Extension Deadline] to ensure complete and accurate filing.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]