Letter of Request for Extension

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request an extension for submitting my appeal regarding the final tax assessment for the tax year [Year]. My taxpayer identification number is [Tax ID Number]. I received the final assessment notice dated [Date of Notice], which set a deadline for my appeal on [Appeal Deadline Date].

Due to [brief reason for the request, e.g., unforeseen circumstances, need for additional documentation, etc.], I respectfully request an extension of [number of days/weeks requested] to prepare and submit my appeal. I believe that this additional time will allow me to gather the necessary information to present a comprehensive appeal.

Thank you for considering my request. I appreciate your understanding and cooperation in this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]