

# Tax Audit Documentation Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the documentation related to the tax audit currently being conducted for [Tax Year/Period]. Due to [reason for extension request, e.g., unforeseen circumstances, documentation delay], I am unable to provide the necessary documents by the original deadline of [original deadline date].

In light of this, I kindly ask for an extension of [number of days/weeks you require] to adequately prepare and submit the required documentation. I believe this additional time will enable me to provide a comprehensive and accurate submission.

I appreciate your consideration of my request and look forward to your affirmative response. If you require any further information or documentation to assist in your decision, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]