

Sales Tax Audit Extension Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Extension of Sales Tax Audit

I am writing to formally request an extension for the sales tax audit currently scheduled for [original audit date]. Due to [reason for request, e.g., unforeseen circumstances, need for additional documentation, etc.], we are unable to meet the original deadline.

We kindly ask for an extension until [proposed new audit date] to ensure we can provide all necessary documentation and information for a thorough audit process.

Thank you for considering our request. We appreciate your understanding and support. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]