

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

Internal Revenue Service
[IRS Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request an extension for filing our business taxes for the year [year]. Due to unforeseen financial difficulties exacerbated by [brief explanation of circumstances, e.g., market downturn, unexpected expenses], we are unable to complete our tax filings by the original due date.

We are committed to fulfilling our tax obligations and are currently working diligently to resolve our financial situation. We kindly request an extension of [number of months] months to allow us the necessary time to prepare our tax return accurately.

We appreciate your understanding and consideration of our request. Please let us know if you require any further details or documentation to facilitate this extension.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]