

# Tax Filing Extension Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[IRS Office/Department Name]

[IRS Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request an extension for our business tax filing for the tax year [Insert Tax Year]. Due to an ongoing audit of our financial records, we require additional time to ensure all information is accurate and complete.

We understand the importance of timely filings and are committed to complying with IRS regulations. However, the current audit is delaying our ability to finalize our tax return. We kindly request an extension of [Insert Number of Months] months to adequately address these matters.

We appreciate your understanding and assistance in this matter. Please let us know if you need any additional information to process this request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]