

Request for Business Tax Filing Extension

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern:

I am writing to formally request an extension for filing the business tax return for [Your Company Name] for the fiscal year ending [Fiscal Year End Date]. Due to [brief reason for extension request, e.g., unforeseen circumstances, additional time needed for documentation], we are unable to meet the original filing deadline of [Original Deadline Date].

We respectfully request an extension of [number of months] months, which would allow us until [New Requested Deadline]. We believe this additional time will help us ensure the accuracy and completeness of our tax return.

Please let us know if you require any additional information or documentation to process our extension request. We appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]