

Request for Business Tax Filing Extension

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority],

I am writing to formally request an extension for filing my business tax returns for the year [Tax Year] due to unforeseen circumstances that have impacted our ability to prepare accurately and timely.

Due to [brief description of the unforeseen circumstances, e.g., a natural disaster, illness, etc.], we have encountered challenges that prevent us from meeting the original filing deadline of [Original Deadline Date]. We value our compliance responsibilities and wish to ensure that our submissions are complete and accurate.

Therefore, we kindly request an extension until [Requested Extension Date]. We believe this additional time will allow us to gather and present all necessary documentation properly.

Thank you for considering our request. We appreciate your understanding and support during this difficult time. Should you require any further details or documentation, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]