

[Your Name]

[Your Position]

[Your LLC Name]

[Your LLC Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[IRS Office Name]

[IRS Address]

[City, State, Zip Code]

Subject: Request for Tax Filing Extension for [Tax Year]

Dear [Recipient Name],

I am writing to formally request an extension for filing the tax return for [Your LLC Name] for the tax year [Tax Year]. Due to [brief reason for extension request, e.g., unforeseen circumstances, additional time needed to gather necessary documentation], we are unable to meet the original filing deadline.

We would like to request an extension of [number of months] months, which we understand will allow us until [new proposed deadline] to file our tax return.

We appreciate your consideration of this request and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your LLC Name]