

Request for Extension of Business Tax Filing

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Office of the [Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Contact/Title],

I am writing to formally request an extension for filing the business tax return for [Your Business Name], which was established on [Date of Establishment]. As a new business, we are in the process of gathering and organizing all necessary documentation and information required for accurate filing.

We seek an extension until [Requested Extension Date] to ensure that we can provide a complete and accurate return. This will enable us to comply with our tax obligations while allowing us the necessary time to prepare our financial statements.

We appreciate your consideration of our request, and we are committed to meeting our obligations responsibly. Please let us know if there are any forms or additional documentation required to process this request.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]