

# Request for Extension of Business Tax Filing

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

We are writing to formally request an extension for the filing of our organization's tax return, originally due on [Original Due Date], for the fiscal year ending [Fiscal Year End Date].

As a nonprofit organization, we are committed to ensuring compliance with all federal and state tax regulations. However, due to [briefly explain reason for extension request, e.g., unforeseen circumstances, financial audits, etc.], we require additional time to complete our filing accurately.

Therefore, we kindly request an extension until [Desired Extension Date]. We believe that this additional time will allow us to ensure that all information provided is complete and accurate, reflecting our commitment to transparency and accountability.

Thank you for considering our request. Should you have any questions or require further information, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Organization Name]