

Request for Extension of Business Tax Filing

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[IRS or State Tax Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for filing our business tax return for the tax year ending [Insert Year]. As a seasonal business, we are currently experiencing [briefly explain circumstances, e.g., seasonal revenue fluctuations, unexpected events, etc.], which has impacted our ability to complete the necessary paperwork by the standard deadline of [Insert Due Date].

We kindly request an extension of [insert number of months] months, allowing us to submit our tax return by [Insert New Filing Date]. This additional time will enable us to ensure accuracy in our filings and compliance with all tax obligations.

Thank you for considering our request. We appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]