

Request for Business Tax Filing Extension

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Internal Revenue Service

Attn: Business Tax Extension

[IRS Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request an extension for filing my business tax return for the tax year [Insert Tax Year]. As a sole proprietor, my business is registered under [Your Business Name], and my Employer Identification Number (EIN) is [Insert EIN].

Due to [brief explanation of reason for extension request, e.g., personal circumstances, unforeseen business delays, etc.], I am unable to meet the original filing deadline of [Insert Deadline Date].

I kindly request an extension of [Insert Number of Months, e.g., six months] to allow for the completion of my tax filing. I understand that any taxes owed will still need to be paid by the original deadline to avoid penalties.

Thank you for considering my request. I look forward to your positive response. Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Position, if applicable]