

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Internal Revenue Service  
Address Line  
City, State Zip Code

Re: Letter Requesting Extension to File Business Tax Forms – with Enclosed  
Form to Request Extension

Dear :

I am writing to request an extension of the original date to file my business tax forms. I have enclosed the needed form.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E

Enclosure