

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
Employer Identification Number (EIN):

\_\_\_\_\_  
  
To:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

**SUBJECT: REQUEST FOR EXTENSION OF TIME TO FILE COMPANY INCOME TAX RETURN**

Dear Sir/Madam,

On behalf of

\_\_\_\_\_, we hereby respectfully request an extension of time to file the Corporate Income Tax Return (Form \_\_\_\_\_) for the taxable year ending \_\_\_\_\_.

An extension is requested until

\_\_\_\_\_ in order to gather the necessary data and complete records required to file an accurate and complete return.

The estimated tax liability and payment details for the tax period are as follows:

1. Total Estimated Tax Liability for the Tax Period	\$ _____
2. Total Payments and Credits Already Applied	\$ _____
3. Balance Due (Subtract Line 2 from Line 1)	\$ _____
4. Amount of Payment Enclosed herewith	\$ _____

Please find enclosed a check in the amount of \$

\_\_\_\_\_ representing the payment of the balance due, if applicable.

Thank you for your assistance and consideration in this matter. Please contact the undersigned at

\_\_\_\_\_ if there are any questions or if further information is required.

Sincerely,

\_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_