

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Tax Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Request for GST Payment Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for the payment of my Goods and Services Tax (GST) due for the period of [specify period, e.g., July 2023]. Due to [briefly explain reason, e.g., unforeseen financial circumstances, cash flow issues, etc.], I am unable to meet the original deadline of [original due date]. I understand the importance of timely payments and assure you that I am committed to fulfilling my obligations. I kindly request an extension of [number of days/weeks] to submit the payment. This additional time will allow me to ensure that the payment is made without compromising my financial stability.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you require any further information or documentation to process my request.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Tax Identification Number]