

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

Internal Revenue Service

[Address of the relevant IRS office]
[City, State, Zip Code]

Subject: Request for Extension of Time to File

Dear Sir/Madam,

I am writing to formally request an extension of time to file my federal income tax return for the tax year [insert year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Year: [insert year]

Due to [brief explanation of reason for requesting an extension, e.g., unforeseen circumstances, personal issues], I am unable to submit my tax return by the original deadline.

I am requesting an extension until [insert date you plan to file by], and I understand that any tax owed must be paid by the original due date to avoid penalties and interest.

I appreciate your consideration of my request and will ensure that my return is filed promptly by the extended deadline.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]