

[Corporation Name]  
[Corporation Address]  
[City, State ZIP Code]  
[Phone Number]  
[Date]

To:  
[Internal Revenue Service]  
[IRS Address]  
[City, State ZIP Code]

Subject: Request for Extension of Time to File Corporate Tax Return

Dear Sir or Madam,

On behalf of [Corporation Name], EIN: [XX-XXXXXXX], we are requesting an extension of time to file our federal corporate tax return for the tax year ending [Fiscal Year End Date].

Due to [brief reason – e.g., "additional time needed to gather and review financial documents"], we respectfully request an automatic extension to file our Form 1120 by the extended due date. We understand this request is for an extension to file and not an extension to pay any taxes due.

Please let us know if you require any additional information.

Sincerely,

[Authorized Officer's Name]  
[Title]  
[Corporation Name]