

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

[Date]

[Tax Authority Name / IRS]
[Address]
[City, State, Zip Code]

RE: Notice of Extension Filing and Tax Status Confirmation

To Whom It May Concern,

This letter is to formally notify you that I have filed an extension for my [Year] federal/state income tax return. The extension has been granted/filed under Form [e.g., 4868], extending the filing deadline to [New Date].

Furthermore, I am confirming my filing status for the [Year] tax year as: **[Insert Status: e.g., Single, Married Filing Jointly, Married Filing Separately, Head of Household]**.

Please find the following details for your records:

- Taxpayer Name: [Your Full Name]
- Social Security Number (Last 4 digits): [XXX-XX-XXXX]
- Tax Year: [Year]
- Extension Confirmation Number (if applicable): [Number]

I intend to file the completed return on or before the extended deadline. If you require any further documentation or have questions regarding this status, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]