

LETTERHEAD

[Date]

Regional Manager
Ilala Tax Region
Tanzania Revenue Authority
Dar es Salaam

Dear Sir,

RE: **REQUEST FOR EXTENSION OF TIME TO SUBMIT FINAL RETURN OF INCOME AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017**
TIN: XXX-XXX-XXX

Due to [INSERT VALID REASON FOR DELAY], we are unable to submit our financial statements for the year ended 31 December 2017 by the required deadline of 30 June 2018.

We formally request for extension of time to submit the same by ***31 July 2018***.

Thanking you in advance for your consideration

Yours truly

Managing Director/Partner/Proprietor