

Filing Extension Notification

Dear [Recipient Name],

We are writing to inform you that your request for an extension to file your documents has been received. Please find the details below:

- **Document Name:**
- **Original Filing Deadline:**
- **Extended Filing Deadline:**

Kindly ensure that all required documents are submitted before the new deadline to avoid any possible penalties or delays.

If you have any questions, please contact our office.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]