[Insert DD Month YYYY]

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|  |

[Insert Department Name]

[Australian Taxation Office]

[Insert Address]

[Suburb State Postcode]

Dear Sir/Madam

**Re: Request for deferral of time to lodge a Business Activity Statement**

**[OR]**

**Request for deferral of time to lodge a FBT Return**

**[insert name of taxpayer]**

**[insert TFN of taxpayer]**

We act as Tax Agents for the abovementioned taxpayer. On behalf of the taxpayer, we request an extension of time to lodge the [Business Activity Statement for the period ending [insert lodgment period] which is due for lodgment by [insert due date] [OR] FBT Return for the [insert year] year which is due for lodgment by [insert due date]].

[Insert the reason for the delay OR the reason you cannot meet an earlier revised lodgment date]. Therefore, we request that, if possible, a deferral to [insert date deferral being sought up to] be granted extending the lodgment date to [insert the new lodgment date being requested].

Please note that this is a ‘one-off’ request and all continuing Business Activity Statements [OR] FBT Returns will be lodged within the prescribed time frame.

If you wish to discuss this matter further, can you please feel free to contact [insert contact person] on [insert telephone number], or at email [insert email address].

Yours faithfully

**[Insert name and title]**

Encl.