**To** Place:

The Commissioner, Date:

Income Tax Department,

Address.

**From**

Your name,

Your address.

Sub: Appeal for deadline extension

I am writing this to request you to extend the deadline for submission of my self declaration. Due to COVID situations, I was stuck in my native place so I was not able to submit it on the actual due date i.e. **10 Jan 2021**.

I am apologizing for the delay and I promise that I can submit my self declaration by **15 Jan 2021**.

So kindly extend the deadline to **15 Jan 2021**.

Thanking you.

Sincerely,

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