Request for Extension of Time Regarding Summons Issued Under Section 131

To
The Assessing Officer
[Office Address]
[City, State, Zip Code]

Re: Request for Extension of Time Regarding Summons Issued Under Section 131

Dear Sir,

I am writing in reference to the summons issued under Section 131, as detailed in your letter dated [insert date]. The summons requires my presence to provide evidence concerning the assessment proceedings of Mr. [insert name of customer], one of my clients. The notice specifies that I am to appear on [insert date].

Regrettably, I must inform you that due to my current health condition (I am suffering from dengue fever), I will be unable to attend on the specified date. Therefore, I kindly request an extension of time of ten days to enable me to recover and prepare adequately for my appearance.

Please let me know the new date and time for my appearance at your convenience, preferably after the ten-day period.

Thank you for your understanding.

Yours faithfully,

For [Your Company/Organization Name]
[Your Name]
[Your Position]
E-mail: [Your Email]
Date: [Insert Date]
Place: [Insert Place]