

Tax Deduction Eligibility Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of my eligibility for tax deductions related to [specify the type of deduction, e.g., charitable donations, business expenses, etc.]. Below are the relevant details:

- **Tax Year:** [Insert Year]
- **Amount:** [Insert Amount]
- **Description of Expenses or Donations:** [Provide brief description]

Please provide the necessary verification at your earliest convenience, as it is essential for my upcoming tax filing. If you require any further information, feel free to contact me via the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]