

Request for Tax Deduction Status Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding the status of my tax deduction for the year [Insert Year]. I submitted my documentation on [Insert Submission Date], and I would appreciate any information you could provide regarding its current status.

If there are any additional documents or information needed from my side, please let me know, and I will be happy to provide them at the earliest.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]