

# Formal Request for Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name],

I am writing to formally request a tax exemption as a beneficiary under [specific program or law, if applicable]. I believe that my circumstances qualify under the criteria outlined in [relevant regulations].

As a beneficiary, I have provided the necessary documentation to support my claim, including [briefly list documents, e.g., financial statements, identification papers, proof of eligibility].

I kindly ask you to review my request and the attached documentation at your earliest convenience. Your consideration is greatly appreciated, as it will have a significant positive impact on my financial situation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]