

# Documentation Submission for Charity Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit the required documents for the tax exemption application for our charity, [Your Charity Name]. As per your guidelines, please find the enclosed documentation:

- Completed Form [Form Name]
- Proof of Charitable Status (e.g., IRS determination letter)
- Financial Statements for the past three years
- List of Board Members
- Mission Statement and Purpose

We appreciate your assistance in reviewing our submission, and we look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Charity Name]