

Follow-Up on Tax Exemption Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Charity Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Tax Authority's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our request for tax exemption status submitted on [Insert Submission Date]. We understand that processing this request may take time, but we wanted to ensure all necessary information was received and to inquire about the current status of our application.

As a charity organization dedicated to [briefly explain your charity's mission], we are eager to proceed with our plans to serve our community effectively. Tax exemption status is critical for us to maximize our resources in fulfilling our mission.

Please let us know if any additional information or documentation is required from our side. We appreciate your attention to this matter and look forward to your swift response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Charity Name]