

# Inquiry for Tax-Exempt Status

Date: [Insert Date]

[Your Name]

[Your Title]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[IRS Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing on behalf of [Charity Name], an organization dedicated to [briefly describe the charity's mission and activities]. We are in the process of applying for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, and we would like to inquire about the necessary steps and any specific requirements we need to fulfill to successfully obtain this status.

We believe that our endeavors align with the criteria established for tax-exempt organizations, and we are eager to ensure all compliance obligations are met appropriately. We would greatly appreciate any guidance or information you can provide regarding our application process.

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

Sincerely,

[Your Name]

[Your Title]

[Charity Name]