

# Request for Charity Tax Exemption

Date: \_\_\_\_\_

To: [Tax Authority Name]

[Tax Authority Address]

Dear [Tax Authority Official's Name],

I am writing to formally request a tax exemption for our organization, [Organization Name], which is dedicated to [brief description of the organization's purpose].

Our organization operates under the principles of charity and is committed to [explain activities and impact]. We believe that receiving tax-exempt status will allow us to further enhance our contributions to the community.

Attached to this letter are the necessary documents, including our mission statement, financial statements, and any other pertinent information required for your review.

We appreciate your consideration of our request and hope to continue our vital work with the support of tax-exempt status. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Organization Phone Number]

[Organization Email Address]