

# Tax Exemption Confirmation

[Your Name]  
[Your Title]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Department Name]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that [Your Business Name], located at [Your Business Address], has been granted tax exemption status under [specific statute or provision, if applicable]. This status is effective as of [effective date] and pertains to [briefly describe tax exemption details, e.g., property taxes, sales taxes, etc.].

Attached are the necessary documents confirming our tax-exempt status. We appreciate your support and look forward to continuing our business engagement in accordance with this exemption.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]