

Request for Documentation: Small Business Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request documentation required to process our application for a small business tax exemption. We appreciate your assistance in this matter as it is crucial for our continued operation and growth.

The necessary documents include, but are not limited to:

- Proof of business registration
- Financial statements for the past year
- Tax returns for the previous 2 years
- Any other supporting documents as required

Please send the requested documentation to [Insert your email or mailing address] by [Insert Deadline Date]. If you have any questions or need further information, do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]