

Inquiry for Small Business Tax Exemption Eligibility

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Tax Authority/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small business located in [Location]. I am writing to inquire about the eligibility requirements for small business tax exemptions available within our jurisdiction.

As a small business owner, I am keen to understand the specific criteria that must be met to qualify for tax exemptions. Additionally, I would appreciate any information regarding the application process, deadlines, and any supporting documentation that may be required.

Thank you for your assistance in this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Business Name]

[Your Business Website (if applicable)]