

Notification of Tax Exemption Approval

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, ZIP Code]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to inform you that your application for a small business tax exemption has been approved. This exemption recognizes your commitment to [briefly mention purpose or impact of the business, e.g., job creation, community service, etc.].

As per the approval, you are entitled to the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Please keep this notification for your records and ensure that you adhere to any conditions or regulations associated with the exemption.

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

Thank you for your valuable contribution to our community.

Sincerely,

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