

Renewal of Small Business Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Tax Authority/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit our application for the renewal of the small business tax exemption for [Your Business Name] for the fiscal year [Insert Year]. We appreciate the support provided by your office in previous years, which has greatly contributed to our growth and success.

As per the guidelines, we have enclosed the required documentation for your review, including:

- Completed renewal application form
- Financial statements for the previous year
- Proof of business operations
- Any additional supporting documents

We kindly request your prompt attention to this matter as we wish to ensure our continued compliance with tax regulations. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]