

Request for Small Business Tax Exemption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a tax exemption for my small business, [Your Business Name], located at [Business Address]. We have been in operation since [Date of Establishment] and have been dedicated to [briefly describe the business purpose or mission].

Due to [reason for requesting exemption, e.g., financial hardship, community service], we are seeking relief from certain tax obligations that would allow us to continue serving our community effectively.

Enclosed with this letter are the necessary documents to support my request, including [list any relevant documents, such as financial statements, tax returns, etc.].

I appreciate your consideration of our request for a small business tax exemption. I am hopeful for a favorable response. Should you require any additional 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 Position, if applicable]

[Your Business Name]