

Tax Exemption Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Educational Institution Name]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request tax exemption status for [Educational Institution Name], a non-profit educational organization dedicated to [briefly describe the mission and activities of the institution].

As an institution committed to providing quality education to [mention the demographic or community served], we believe that tax exemption will significantly enhance our ability to serve our community and fulfill our educational mission.

We have attached the necessary documentation, including our [state your organization type, e.g., 501(c)(3) status, IRS determination letter, etc.], as well as detailed information about our programs and services.

We kindly request that you review our application for tax exemption at your earliest convenience. If you require any further information or have any questions, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Educational Institution Name]