

Tax Exemption Submission Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Department/Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

We, at [Organization Name], are a volunteer-based organization dedicated to [briefly describe your organization's mission and activities]. We are writing to formally request tax-exempt status under [specify the applicable tax code, if known].

As a volunteer organization, we rely heavily on community support and contributions to continue our work. Attached to this letter, you will find the necessary documentation including:

- Completed application form
- Bylaws of the organization
- Financial statements for the past [insert number] years
- Detailed description of our programs and community impact

We believe that granting us tax-exempt status will allow us to maximize our resources and focus on our mission to serve the community. If you require any further information or documents, please do not hesitate to contact me 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]

[Organization Name]