

Quarterly Tax Estimation

Date: [Insert Date]

To: [Non-Profit Organization Name]

Address: [Non-Profit Address]

Dear [Recipient's Name],

As part of your obligations as a non-profit organization, we would like to provide you with an estimate of your quarterly tax responsibilities for the upcoming quarter.

Estimated Tax Details

- Income for Quarter: \$[Insert Amount]
- Estimated Tax Rate: [Insert Rate]%
- Estimated Tax Due: \$[Insert Estimated Tax Due]

We recommend that you review your financial records and adjust this estimate as necessary. This estimate is due by [Due Date]. Failure to pay or underpayment may result in penalties.

Please feel free to reach out if you have any questions or require further assistance.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]