

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally appeal for clarification regarding the environmental tax credits available to [Your Organization/Business Name]. As a [Your Role/Position] at [Your Organization/Business], we are committed to implementing sustainable practices and contributing positively to the environment.

Recently, we applied for the aforementioned tax credits but encountered uncertainties regarding the eligibility criteria and application process. Specifically, we seek clarification on the following points:

- Eligibility requirements for specific environmental initiatives.
- The supporting documentation needed for our application.
- Deadlines for submissions and any potential penalties for late filings.

Clarifying these points would greatly aid us in aligning our efforts with the regulations and maximizing our contribution to environmental sustainability.

Thank you for considering my appeal. I look forward to your prompt response so we can proceed effectively.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Business Name]