

Application for Certificate of Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Street Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a Certificate of Tax Exemption for [explain your purpose, e.g., nonprofit status, religious institution, etc.]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and activities].

As a tax-exempt entity, we are seeking the exemption under [cite the relevant tax code or regulation, if applicable]. Attached to this letter, you will find all necessary documentation to support our request, including [list any attached documents, like IRS determination letters, bylaws, etc.].

We appreciate your attention to this matter and look forward to your prompt response. Should you need any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]