

Letter of Demand for Tax Exemption Documentation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the necessary documentation for the accredited tax exemption status that was previously discussed. As [Your Position/Title] of [Your Organization/Business Name], it is critical for our records and compliance that we receive this documentation at your earliest convenience.

We appreciate your cooperation and assistance in providing:

- Proof of accredited tax exemption status
- Any supporting documents or certifications
- Relevant correspondence regarding our tax exemption application

Please send the requested materials to my attention at the address listed above or via email at [Your Email Address]. We look forward to your prompt response, ideally by [insert deadline, e.g., two weeks from the date above].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization/Business Name]