

Letter of Petition for Proof of Tax Exempt Eligibility

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request proof of tax-exempt eligibility for [Your Organization/Entity Name] under the provisions of [Applicable IRS Code or Authority]. Our organization has operated as a [Nonprofit/Charitable Organization] since [Year of Establishment], and we have relied on our tax-exempt status to further our mission of [Briefly Describe Mission].

To maintain the integrity of our operations and fulfill our obligations, we kindly ask for a copy of the documentation that confirms our tax-exempt status. This will assist us in [explain why you need this proof, e.g., applying for grants, complying with regulations, etc.].

Thank you for your attention to this matter. We appreciate your prompt response and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization/Entity Name]