

Request for Reissuance of Tax Exemption Proof

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the reissuance of my tax exemption proof for [specific year or period]. Unfortunately, my original document has been lost/damaged.

My details are as follows:

- Tax ID: [Your Tax ID]
- Date of Original Issuance: [Original Date]
- Reason for Request: [Brief explanation]

I would greatly appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title (if applicable)]