

Request for Official Tax Exemption Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an official tax exemption letter for [Your Organization's Name] as we are recognized under [specify the relevant tax-exempt status or section]. This letter is essential for our compliance with IRS regulations and for our continued operations.

We appreciate your support in this matter and look forward to your prompt response. If you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]