

# Request for Tax Exemption Certification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Request for Tax Exemption Certification**

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your assistance in obtaining a tax exemption certification for [Your Organization/Project Name]. As a [describe your organization, e.g., non-profit, charity, etc.], we are seeking to be exempt from certain taxes to further our mission of [briefly describe your mission or purpose].

We believe that obtaining this certification will greatly benefit our organization and allow us to allocate more resources towards our [mention specific projects or initiatives]. To facilitate this process, we have attached the required documentation for your review.

Thank you for considering our request. We appreciate your support and look forward to your positive response. Please feel free to reach out if you require any additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]