

# Tax Credit Transfer Request

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally request the transfer of my tax credits for the fiscal year [Year]. My tax identification number is [Your Tax ID]. I understand that I am eligible to transfer my unused credits, and I would like to request this transfer to [Recipient's Name/Company Name] as per the applicable guidelines.

Please find attached the necessary documents supporting my request, including forms and proof of eligibility. I kindly ask you to process this request at your earliest convenience and confirm the transfer status.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]