

Request for Small Business Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a tax exemption for my small business, [Your Business Name], which is registered under [Business Registration Number]. As a small business owner, I am committed to contributing to our local economy and creating job opportunities.

Due to [briefly explain the reason for the request, e.g., financial hardship, impact of COVID-19, etc.], I am seeking assistance in the form of a tax exemption to ensure the sustainability of my business. I believe that this support will not only help my business recover but also allow me to continue contributing positively to our community.

Enclosed are the necessary documentation and evidence to support my request. I appreciate your consideration of my situation and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Business Name]