

# Request for Small Business Tax Relief Support

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request tax relief support for my small business, [Your Business Name], which has been adversely affected by [briefly explain circumstances, e.g., economic downturn, pandemic, etc.].

As a [type of business, e.g., retail, service, etc.], we have experienced a significant decline in revenue over the past [duration] due to [specific reasons]. This has placed a considerable financial strain on our operations, and we are struggling to maintain staff and our level of service.

We believe that tax relief would significantly assist us in navigating these challenging times, enabling us to sustain our business and continue to serve our community effectively.

Thank you for considering our request. I look forward to your prompt response regarding any available tax relief programs or assistance opportunities.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Business Name]