

# Business Expense Tax Deduction Documentation Submission

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, ZIP Code]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to submit the documentation required for the deduction of business expenses related to [briefly describe the purpose, e.g., travel, supplies, etc.]. These expenses were incurred during the [Fiscal Year/Quarter] and align with the guidelines set forth by the IRS.

Enclosed with this letter, you will find the following documents:

- [Description of Document 1, e.g., receipts, invoices, etc.]
- [Description of Document 2]
- [Description of Document 3]

Please feel free to reach out to me should you require any additional information or clarification regarding these expenses. I appreciate your assistance in processing this documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]