

Inquiry Regarding Charitable Contributions Tax Deductions

Your Name: [Your Name]

Your Address: [Your Address]

Date: [Date]

To: [Recipient's Name]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the eligibility of certain charitable contributions made by my business for tax deduction purposes.

As a [Your Position] at [Your Company Name], we have made several contributions to [Name of Charity/Organization] during the fiscal year [Insert Fiscal Year]. I would like to ensure that these contributions meet the requirements for tax deductions as outlined by the IRS.

Could you please provide me with the necessary documentation or guidance regarding the deductibility of these contributions? Additionally, any information on record-keeping requirements would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]