

# Business Expense Tax Deduction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a deduction for business-related expenses incurred during the fiscal year [Insert Year]. Attached, you will find all relevant documentation, including receipts and financial statements that substantiate these expenses.

The expenses include:

- [Expense Item 1] - [Amount]
- [Expense Item 2] - [Amount]
- [Expense Item 3] - [Amount]

I believe these expenses qualify for deduction under [Specify Applicable Tax Code or Regulation, if applicable]. I would appreciate your prompt attention to this matter and would be happy to provide any additional information if needed.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]