

# Business Expense Tax Deduction Request

**[Your Name]**

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Company/Organization Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the deduction of certain business expenses incurred during the fiscal year [Year]. As a small business owner, it is essential for me to manage my finances efficiently and ensure compliance with tax regulations.

The following expenses are eligible for deduction:

- [Expense 1: Description] - [\$ Amount]
- [Expense 2: Description] - [\$ Amount]
- [Expense 3: Description] - [\$ Amount]

Attached are the necessary receipts and documentation for your review. I believe these expenses align with the IRS guidelines for business deductions.

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any additional information.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]