

Letter of Demand for Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request documentation regarding the charitable tax classification of [Organization Name]. In accordance with IRS regulations and tax law, it is essential for me to obtain verified information pertaining to your organization's tax-exempt status.

Specifically, I request copies of the following documents:

- IRS determination letter of 501(c)(3) status
- Form 990 for the past three years
- Current articles of incorporation or bylaws

Could you please provide these documents by [Insert Deadline] to ensure compliance with necessary reporting obligations? Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title/Position]