

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the tax-exempt status of [Charitable Organization Name]. We are interested in understanding the current status of your organization's application for 501(c)(3) exemption under the Internal Revenue Code.

As a potential donor, we value transparency and would like to confirm that [Charitable Organization Name] is recognized as a tax-exempt organization by the IRS. If possible, please provide us with documentation or any relevant details regarding its status.

We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization, if applicable]