

Official Request for Verification of Nonprofit Tax Eligibility

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization Name]
[Recipient Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the verification of our organization's tax-exempt status as a nonprofit entity under section 501(c)(3) of the Internal Revenue Code. As part of our ongoing efforts to maintain compliance and transparency, we would appreciate your assistance in confirming our eligibility.

Our organization, [Your Organization Name], is dedicated to [briefly describe purpose/mission]. We have successfully served our community since [year of establishment] and have remained compliant with all requirements set forth by the IRS.

For your reference, our Employer Identification Number (EIN) is [Your EIN]. We would be grateful if you could provide an official verification of our tax-exempt status at your earliest convenience.

Thank you for your attention to this matter. Should you need any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]