

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Internal Revenue Service
Attention: Tax Exempt Organizations
1111 Constitution Ave NW
Washington, D.C. 20224

Dear Sir or Madam,

I am writing to request confirmation of the tax classification status of our nonprofit organization, [Organization Name], which is located at [Organization Address]. Our organization was established on [Date of Establishment] and has successfully received a tax-exempt determination under section 501(c)(3) of the Internal Revenue Code.

We would appreciate your assistance in providing us with a confirmation letter or any documentation that outlines our current nonprofit tax classification status. This information is essential for our records and to ensure compliance with our obligations as a tax-exempt organization.

If there are any forms or additional information required to process this request, please let us know. We are eager to ensure that all necessary protocols are followed to receive this confirmation.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]