

Request for Tax Status Information

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization Name]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request information regarding the tax status of [Organization Name], as we are in the process of ensuring compliance with charity regulations.

Specifically, we would like to receive confirmation of our tax-exempt status and any relevant documentation that may be required for our records. This information is crucial for us to continue our operations and serve our community effectively.

Please let us know if you require any further information or documentation from our side to facilitate this request.

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]