

Request for Information on Tax-Exempt Status

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing on behalf of [Charity Name], a nonprofit organization dedicated to [brief description of your charity's mission]. As we continue to expand our outreach and services, understanding our tax-exempt status is of utmost importance to us.

We are seeking detailed information regarding the requirements and guidelines pertinent to maintaining our tax-exempt status under [relevant tax code or regulation]. Moreover, any updates or changes that may affect our organizational compliance would be greatly appreciated.

Your expertise in this area is invaluable to us, and we appreciate your assistance in providing the necessary details at your earliest convenience. Please feel free to reach out to us via email or phone if you require further information regarding our organization.

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

Sincerely,

[Your Name]

[Your Position]

[Charity Name]