

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

Recipient's Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the documentation required for obtaining a tax exemption on my pension. As I am approaching the time to file my taxes, I want to ensure that I have all necessary information to fulfill the requirements.

Could you please provide me with the following details:

- List of documents needed to apply for the pension tax exemption
- Any forms that need to be completed
- Deadlines for submission
- Contact information for further assistance

Your assistance in this matter would be greatly appreciated. Thank you for your attention, and I look forward to your prompt response.

Sincerely,
[Your Name]