Notification of Claim for Tax Relief

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Department or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my claim for tax relief as an elderly taxpayer in accordance with [relevant tax regulations]. I believe I meet the eligibility criteria based on my age and financial circumstances.

Please find enclosed the necessary documents to support my claim, including:

- [List of documents, e.g., proof of age, income statements]
- [Any additional relevant documents]

I would appreciate your prompt attention to this matter and look forward to your confirmation of my tax relief status. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]