

Municipal Tax Change Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Organization Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an upcoming change to the municipal tax regulations that will affect non-profit organizations within our community. As of [effective date], the following changes will be implemented:

- [Detail of Tax Change 1]
- [Detail of Tax Change 2]
- [Detail of Tax Change 3]

These changes are aimed at [brief explanation of the purpose of the changes]. We encourage you to review how this may impact your organization and reach out to us if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Municipality Name]

[Contact Information]