

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility requirements for the Capital Investment Tax Credit. As a business owner interested in making significant investments in capital assets, I would like to understand if my business qualifies for this tax credit.

Specifically, I would like to know:

- The criteria for eligibility.
- The application process and any associated deadlines.
- Any documentation or information required to support the application.

Your assistance in clarifying these points would be greatly appreciated, as it will aid in my decision-making process for upcoming investments.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]