

Application for Tax-Exempt Status

Date: [Insert Date]

[IRS Address]

[City, State, ZIP Code]

Dear [IRS Official/Title],

We are writing to formally apply for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Our organization, [Your Organization's Name], was established in [establishment year] and is dedicated to [briefly describe the mission and purpose of your organization].

Enclosed with this letter, you will find the following documents:

- Completed Form 1023
- Organizational bylaws
- Articles of incorporation
- Detailed description of programs and activities
- Financial statements

We operate primarily to [explain how your organization serves the public good], and we are committed to adhering to all requirements set forth by the IRS to maintain our tax-exempt status.

If you require any additional information or documentation, please do not hesitate to contact us at [your phone number] or [your email address]. We appreciate your consideration of our application and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]