

Municipal Tax Exemption Petition

[Your Name]
[Your Position]
[Educational Institution Name]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Municipal Authority Name]
[Municipality Name]
[Municipality Address]
[City, State, Zip Code]

Subject: Petition for Municipal Tax Exemption

Dear [Municipal Authority Name],

I am writing on behalf of [Educational Institution Name], an accredited educational institution serving the community of [Community Name] since [Year of Establishment]. We are petitioning for a tax exemption for the fiscal year [Year] based on our status as a non-profit educational entity dedicated to providing quality education and contributing to the public good.

Our institution has demonstrated a commitment to [describe relevant programs, services, or contributions to the community], which aligns with the municipality's goals of fostering educational advancement and community support.

We kindly request your consideration of our petition. Attached you will find the necessary documentation supporting our application, including our tax-exempt status letter, financial statements, and details of our programs.

Thank you for your attention to this matter. We look forward to your favorable response.

Sincerely,
[Your Name]
[Your Position]
[Educational Institution Name]