

# Letter for Municipal Tax Exemption Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

To Whom It May Concern,

Subject: Request for Municipal Tax Exemption for [Organization Name]

I am writing to respectfully request a municipal tax exemption on behalf of [Organization Name], a non-profit organization dedicated to [briefly describe purpose of organization]. We have been actively serving the community since [year organization was established], and our mission aligns with the eligibility criteria for tax exemption as outlined in [relevant tax code or statute].

As a non-profit, we rely on donations and grants to continue our programs, which benefit the community in the following ways:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Attached, please find our IRS determination letter confirming our tax-exempt status under section 501(c)(3), along with any other supporting documentation required for your review.

We appreciate your consideration of our request and are hopeful for a favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]