

[Your Name]

[Your Position]

[Your Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Your Organization Name], we are pleased to submit our tax documents for the fiscal year ending [Fiscal Year End Date]. Attached to this letter, you will find the following documents:

- Form 990 - Return of Organization Exempt From Income Tax
- Audit Report
- Financial Statements

We appreciate your attention to this matter and are committed to maintaining transparency and compliance with applicable tax regulations. Should you require any additional information or clarification regarding our submission, please do not hesitate to contact me.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]