

Quarterly Tax Estimate Submission

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to submit our quarterly tax estimate for the period ending [Insert Period]. As a non-profit organization, we strive to ensure compliance with all tax obligations while continuing to serve our community.

Attached to this letter, please find our completed quarterly tax estimate form and any necessary documentation pertaining to our financial activities during this quarter.

If you require any additional information or documentation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]