

Sales Tax Exemption Application

Date: [Insert Date]

To Whom It May Concern,

We, [Your Institution Name], located at [Your Institution Address], hereby submit our application for sales tax exemption as an arts and cultural institution under [Applicable Law/Regulation].

Our organization is dedicated to promoting arts and culture in our community through various programs and initiatives, including [briefly describe programs or services]. As a non-profit institution, we rely heavily on donations, grants, and public support.

We believe that a sales tax exemption will further our mission by allowing us to allocate more resources toward our programs that benefit the community.

Attached are the necessary documents to support our application:

- Copy of our IRS determination letter recognizing us as a 501(c)(3) organization
- Current financial statements
- List of programs and services offered

We appreciate your consideration of our application. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you need any more information.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Institution Name]

[Your Institution Address]

[Your Phone Number]

[Your Email Address]