

Sales Tax Exemption Application

Date: [Insert Date]

[Charitable Foundation Name]

[Foundation Address]

[City, State, Zip Code]

To Whom It May Concern:

We are writing to formally apply for a Sales Tax Exemption as a recognized charitable foundation under [insert relevant state tax exemption statute]. Our foundation is dedicated to [insert brief description of foundation's mission and activities].

As a nonprofit organization, we rely on donations and fundraising efforts to support our programs aimed at [insert target beneficiaries or purpose]. Sales tax exemption will enable us to allocate more resources towards our charitable activities.

Attached are the following documents to support our application:

- Copy of our IRS 501(c)(3) Determination Letter
- Current financial statements
- List of Board of Directors
- Detailed description of our programs and services

Thank you for considering our application. Please feel free to contact us at [insert phone number] or [insert email address] should you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Charitable Foundation Name]