

Sales Tax Exemption Application

Date: _____

To:

The Sales Tax Department

[Department Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a sales tax exemption for [Educational Institution Name], located at [Institution Address]. We are a registered non-profit educational institution dedicated to providing [brief description of programs and services offered].

As an educational institution, we are exempt from sales tax under the [specific tax exemption law or regulation], which states that materials and supplies purchased for educational purposes are eligible for exemption. We have attached the necessary documentation to support our application, including our federal tax exemption letter and our state registration as a nonprofit organization.

We kindly ask that you process our application and grant us the exemption effective immediately. If you require any further information or documentation, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Educational Institution Name]

[Institution Phone Number]

[Institution Email Address]