

# Sales Tax Exemption Application for Government Entities

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request a sales tax exemption for [Entity Name], a government entity established under [providing legal documentation or authority]. As a governmental body, we are entitled to exemption from sales tax under [cite applicable state law or regulation].

The purpose of this request is to facilitate our efforts in providing essential services to the community. Below are the details necessary for the exemption application:

- **Entity Name:** [Entity Name]
- **Entity Type:** [Type of Government Entity]
- **Tax Identification Number:** [Tax ID Number]
- **Contact Person:** [Contact Name]
- **Phone Number:** [Contact Phone]
- **Email Address:** [Contact Email]

Attached to this letter, you will find the required documentation, including our tax-exempt certificate and any other pertinent information. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Entity Name]

[Office Address]

[City, State, Zip Code]