

Sales Tax Exemption Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing on behalf of [Organization Name], a nonprofit organization established under the laws of [State]. Our organization is dedicated to [briefly describe mission/purpose]. We are applying for sales tax exemption under [specific legal reference or statute].

As a nonprofit entity, we utilize our resources to primarily support [explain activities, programs, or services]. Since our inception in [year], we have [include any relevant statistics or achievements]. Our organization is classified as a [501(c)(3) status or appropriate classification].

In order to further our mission and reduce operational costs, we respectfully request exemption from sales tax on purchases related to our nonprofit activities.

Attached are the required documents including our IRS determination letter, a copy of our bylaws, and our most recent financial statements for your review.

Thank you for considering our application. We are eager to comply with all necessary requirements and provide any further information as needed. Please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]