

Sales Tax Exemption Application

Date: [Insert Date]

[Your Institution's Name]

[Your Institution's Address]

[City, State, Zip Code]

To Whom It May Concern,

We are writing to formally request a sales tax exemption for our purchases related to research activities at [Your Institution's Name]. As a recognized research institution, we engage in activities that significantly contribute to [Insert Purpose or Field, e.g., scientific advancement, education, etc.].

As part of our ongoing projects, we acquire materials and supplies that are essential for our research. These purchases qualify for exemption under [Insert Applicable Tax Law or Regulation], which allows for sales tax exemption for educational and research-based organizations.

Attached to this letter are the following documents to support our application:

- Proof of our tax-exempt status
- Documentation of current research grants and projects
- List of anticipated purchases

We kindly ask that our application be reviewed at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Institution's Contact Information]