

School Tax Exemption Compliance Reminder

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring compliance with tax exemption regulations for our school, we would like to remind you of the upcoming deadlines and requirements associated with maintaining your tax-exempt status.

Please ensure that you have completed the necessary documentation and submitted it to our office by [Insert Deadline Date]. This includes:

- Completed tax exemption application form
- Proof of eligibility
- Financial statements for the past year

Failure to comply with these requirements may result in the loss of your tax-exempt status. If you have any questions or require assistance with your application, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this important matter. We appreciate your cooperation in ensuring our school remains compliant with all tax regulations.

Sincerely,
[Your Name]
[Your Position]
[School Name]