

# Tax Deduction Assurance Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

## **Subject: Assurance of Tax Deduction Eligibility**

Dear [Recipient Name],

I am writing to affirm that I, [Your Name], am eligible for certain tax deductions for the fiscal year [insert year]. This letter serves as a formal assurance of my compliance with the necessary requirements as stipulated by the tax authorities.

My qualifications for these tax deductions include:

- [Deduction Type 1: Description of eligibility]
- [Deduction Type 2: Description of eligibility]
- [Deduction Type 3: Description of eligibility]

Attached are the supporting documents to substantiate my claims:

- [Document 1]
- [Document 2]
- [Document 3]

I assure you that all the information provided is accurate and true to the best of my knowledge. Should you require any further information or clarification regarding my eligibility for these deductions, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]