

Tax Deduction Eligibility Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally declare my eligibility for tax deductions related to [specific purpose, e.g., charitable contributions, business expenses, etc.] for the fiscal year [insert year].

As per the guidelines provided by [relevant tax authority, e.g., IRS], I meet the necessary requirements for claiming the following deductions:

- [Detail of first deduction]
- [Detail of second deduction]
- [Detail of third deduction]

Attached are the documents supporting my eligibility, including [list any attached documents, e.g., receipts, forms].

If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]