

Tax Exemption Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name or To Whom It May Concern],

I hope this letter finds you well. I am writing to inquire about the personal tax exemption available for senior citizens. As a senior citizen, I would like to understand what exemptions or benefits I may be eligible for and the process to apply for them.

Could you please provide me with detailed information regarding the eligibility criteria, necessary documentation, and any deadlines I should be aware of? Your assistance in this matter is greatly appreciated.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]