

Tax Exemption Status Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization Name]

[Recipient's Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request confirmation of the tax exemption status of [Recipient's Organization Name], as a charitable entity under section 501(c)(3) of the Internal Revenue Code.

This confirmation is necessary for [provide reason for request, e.g., compliance, grant application, etc.]. We appreciate your assistance in providing this information at your earliest convenience.

If you require any additional details to process this request, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]