

Tax Exemption Status Follow-Up

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the tax exemption status of [Your Organization's Name] as it pertains to our recent grant application submitted on [Insert Submission Date].

As you may recall, our application outlined the need for funding to support [briefly mention the purpose of the grant]. To ensure that we meet all eligibility requirements, we are eager to confirm that our tax-exempt status is in good standing.

We would greatly appreciate any updates or information you can provide regarding the status of our tax exemption that may affect our eligibility for the grant.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]