

# **Subject: Inquiry Regarding Tax Exemption Status**

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

[IRS Office Address]  
[City, State, Zip Code]

Dear [IRS Contact Name or "To Whom It May Concern"],

I am writing to inquire about the tax-exempt status of [Organization Name], a nonprofit organization located at [Organization Address]. Our organization was formed on [Organization Formation Date] and is dedicated to [briefly describe purpose/mission of the organization].

We would like to confirm our current tax exemption status under the Internal Revenue Code Section 501(c)(3) and ensure that all necessary paperwork is in order. If any additional information or documentation is required, please let us know.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization Name]