

# Request for Tax Exemption Status

Date: \_\_\_\_\_

To Whom It May Concern,

My name is \_\_\_\_\_, and I am the owner of \_\_\_\_\_  
(Business Name), located at \_\_\_\_\_ (Business Address). I am writing to  
formally request the tax exemption status for my small business under the relevant tax codes.

As a small business, we strive to contribute positively to our community and provide valuable services. However, we face significant financial challenges, and tax exemption would greatly assist us in sustaining our operations and continuing to serve our customers.

Attached are the necessary documents to support our request, including:

- Proof of Business Registration
- Financial Statements
- Tax Returns for the past two years
- Any other relevant documentation

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at \_\_\_\_\_ (Phone Number) or \_\_\_\_\_  
(Email Address) should you require any additional information.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_  
(Your Name)

(Your Title)

\_\_\_\_\_  
(Business Name)