

Letter of Application for Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Agency/Department Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request tax-exempt status for [Nonprofit Organization Name], a nonprofit organization dedicated to community development projects in [Specify Area/Community]. As a grassroots organization, we focus on [Briefly Describe Mission and Goals: e.g., affordable housing, job training, health services, etc.].

Our organization has been actively working towards [Explain past and ongoing projects, their impact, and community involvement, e.g., "developing affordable housing solutions that have benefited over 200 families in the last two years."]. We believe that our initiatives directly align with the requirements set forth under section [insert relevant IRS section] of the Internal Revenue Code.

We have enclosed our bylaws, financial statements, project proposals, and evidence of community support for your review. We respectfully ask that you consider our application for tax exemption as it will greatly enhance our ability to further serve our community by allowing us to allocate more resources towards our impactful projects.

Thank you for your attention to this matter. We look forward to your favorable response and are happy to provide any additional information you may require. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]