

Tax Exemption Application Letter

Date: [Insert Date]

[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]

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

Subject: Application for Tax-Exempt Status Under Section 501(c)(3)

Dear [IRS Officer's Name],

We are writing to formally request tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for [Your Organization's Name], an educational nonprofit organization established on [establishment date]. Our mission is to [briefly explain mission and purpose], which directly contributes to the education and enrichment of our community.

Enclosed, you will find the necessary documentation, including:

- Form 1023, Application for Recognition of Exemption
- Our organization's Articles of Incorporation
- A detailed budget for the upcoming fiscal year
- A list of our governing board members and their affiliations
- Descriptions of our programs and activities

We believe our organization meets the criteria for tax-exempt status as we operate solely for educational purposes, and we do not engage in political activities. We kindly ask for your consideration in granting us this status so that we may continue our mission effectively.

Thank you for your time and consideration. Should you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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