

# Nonprofit Tax Exemption Application Letter

[Your Organization's Name]

[Your Organization's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

Attn: Exempt Organizations

[IRS Address]

[City, State, ZIP Code]

Dear Sir/Madam,

We are writing to formally apply for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on behalf of [Your Organization's Name], which is dedicated to [Brief Description of Your Mission and Activities].

Our organization was established on [Date] and serves the community by [Detailed Description of Services Offered]. We believe that our services align with the IRS requirements for charitable organizations, as we operate for the benefit of the public and aim to [Explain How Your Activities Serve the Public].

Enclosed you will find the required application forms, our Articles of Incorporation, bylaws, a detailed financial statement, and additional supporting documents that provide evidence of our commitment to serving our community.

We respectfully request that you grant our application for tax exemption. Please do not hesitate to contact us if you need any further information or clarification.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]