

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient Name

Institution/Organization Name

Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request an exemption from environmental taxes in relation to our ongoing green building initiatives at [Project Name/Location]. As you may be aware, our project aims to promote sustainability by implementing eco-friendly practices and technologies.

We have taken substantial measures to reduce our carbon footprint, including the use of renewable energy sources, sustainable materials, and water conservation systems. These efforts contribute not only to the environment but also support the community by enhancing the quality of life.

Granting a tax exemption for our project aligns with the goals of promoting sustainable development and could serve as a model for future initiatives. We believe that this exemption will significantly aid in furthering our impact and serve as an incentive for others to pursue similar advancements in environmental sustainability.

Thank you for considering our request. We are eager to discuss this matter further and look forward to your positive response.

Sincerely,

Your Name

Your Job Title/Position

Organization Name