

Letter of Appeal for Small Business Tax Breaks

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Tax Office
Office of Small Business Tax Appeals
Address of Tax Office
City, State, Zip Code

Dear [Tax Office/Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for tax breaks that I believe my small business, [Your Business Name], qualifies for due to [reason for eligibility, e.g., economic hardship, job creation, etc.].

[Your Business Name] has been serving the community since [Year Established] and has faced significant challenges due to [brief explanation of challenges, e.g., economic downturn, pandemic effects]. As a result, we are struggling to maintain operations while providing jobs to our employees, who rely on this income for their livelihoods.

Attached are documents supporting our appeal, including [list any documents you are attaching, e.g., financial statements, proof of community contribution].

Thank you for considering my appeal. I am hopeful for a positive response, and I am happy to provide any further information or documentation required. I look forward to your reply.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Business Name]