

Application for Small Business Tax Deductions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name or Appropriate Title],

I am writing to formally apply for tax deductions available to small businesses for the fiscal year [Insert Year]. As the owner of [Your Business Name], I have contributed to the local economy by providing [brief description of services/products you offer].

Due to the nature of my business, I am eligible for several deductions, including but not limited to:

- Cost of goods sold
- Operating expenses
- Depreciation of equipment
- Home office expenses

I have attached the necessary documentation to support my application, including receipts, financial statements, and any other relevant information. I kindly request that you review my submission, and I am hopeful for a positive resolution regarding my tax deductions.

Thank you for your attention to this matter. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Business Name]