

Inquiry About Cooperative Tax Filing Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small business located in [Your Location]. As tax season approaches, I am seeking information regarding assistance with cooperative tax filing for small businesses.

Could you please provide details on the resources or services your organization offers in terms of tax filing assistance? Additionally, I would appreciate any information on workshops, consultations, or programs tailored for small businesses like mine.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Business Name]