

Application for Research and Development Tax Credit Eligibility

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Tax Credit Review Board/Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the Research and Development Tax Credit in accordance with [relevant legislation or guidelines]. Our company, [Your Company Name], has engaged in various innovative projects that qualify under the defined criteria for R&D activities.

The following projects have been undertaken:

- [Project Title 1] - Description of the R&D activities involved.
- [Project Title 2] - Description of the R&D activities involved.
- [Project Title 3] - Description of the R&D activities involved.

In total, we are seeking credits for the eligible expenses related to these projects, which amount to [insert total amount]. We have attached all necessary documentation to substantiate our claim, including project details, financial statements, and any supporting evidence.

Thank you for considering our application. We believe that our work significantly contributes to [mention any industry or societal benefits]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if further information is required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]