

Innovation Tax Credit Verification

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide documentation for the verification of our claim for the Innovation Tax Credit for the fiscal year [Insert Fiscal Year]. This letter outlines the qualifying activities and expenditures our company has undertaken in relation to eligible innovative projects.

Project Overview

Project Title: [Insert Project Title]

Description: [Brief Description of the Project]

Start Date: [Insert Start Date]

Completion Date: [Insert Completion Date]

Qualifying Activities

- [Activity 1]
- [Activity 2]
- [Activity 3]

Expenditures

Total Eligible Expenditures: \$[Insert Amount]

We have attached all necessary supporting documents, including project reports, invoices, and other relevant materials, to substantiate our claim.

Should you require any further information or clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]