

Inquiry Regarding Reduced Tax Rate Eligibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my eligibility for the reduced tax rate for the upcoming tax year. I would like to understand the criteria and any necessary documentation I need to provide in order to qualify.

My specific inquiry pertains to [insert specific details about your situation, e.g., income level, property ownership, etc.]. I believe that I may be eligible based on [insert rationale for eligibility], and I would appreciate any guidance you can offer on this matter.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]