

Request for Reduced Tax Rate Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Official's Name],

I am writing to formally request confirmation regarding my application for a reduced tax rate for the fiscal year [Insert Year]. My application was submitted on [Insert Submission Date] under the reference number [Insert Reference Number].

Due to [briefly explain reason for reduced rate request], I believe I qualify for this reduction and would appreciate your confirmation at your earliest convenience.

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

Sincerely,

[Your Name]