

Request for Tax Benefit Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request documentation regarding my internship for the purpose of tax benefits. My internship period was from [Start Date] to [End Date], and I would greatly appreciate any official letters or documentation that can confirm my internship status and the associated details.

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

Sincerely,

[Your Name]