

Retirement Tax Deduction Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a tax deduction related to my retirement contributions for the tax year [Year]. As a dedicated employee at [Company/Organization Name], I have consistently contributed to my retirement plan and believe that I am eligible for tax relief.

My retirement account details are as follows:

- Account Number: [Account Number]
- Total Contributions: [Total Amount contributed]

According to [relevant tax laws or regulations], I believe that I am entitled to a deduction for the contributions made to my retirement account. I have enclosed supporting documents, including [list any documents you are including, e.g., contribution statements, tax forms].

I appreciate your attention to this matter and kindly request a confirmation of my tax deduction eligibility. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]