

Deductible Expenses Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of Deductible Expenses

Dear [Recipient Name],

I am writing to confirm the deductible expenses incurred during the year [Year] as part of my [business/project/association] activities. This confirmation may be required for tax filing and financial records.

Details of Deductible Expenses:

- Expense Type 1: \$[Amount] - [Description]
- Expense Type 2: \$[Amount] - [Description]
- Expense Type 3: \$[Amount] - [Description]
- Total Deductible Expenses: \$[Total Amount]

These expenses have been documented and are supported by receipts or invoices, which can be provided upon request.

Please let me know if you need further information regarding these expenses.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]