

Deductible Expenses Explanation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an explanation of the deductible expenses incurred during the [specify time period or event]. These expenses are essential to our operations and qualify for deductions under the IRS guidelines.

Overview of Deductible Expenses

- **Expense Type 1:** [Description and Amount]
- **Expense Type 2:** [Description and Amount]
- **Expense Type 3:** [Description and Amount]

Each of these expenses has been documented and meets the criteria established by the IRS. I have attached the relevant receipts and documentation for your review.

If you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]