

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about deductible expenses for [specific purpose, e.g., my business, tax filing, etc.]. As I prepare my documentation, I would like to confirm which expenses are eligible for deduction, especially regarding [specific expenses, e.g., travel, dining, office supplies, etc.].

Could you please provide clarity on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

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

Sincerely,

[Your Name]