Deductible Expenses Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the deduction of certain expenses that I incurred during the tax year [Insert Year]. These expenses pertain to [briefly describe the nature of the expenses, e.g., business-related travel, supplies, etc.].

The total amount I am requesting to be deducted is [Insert Amount]. Attached, you will find the necessary documentation supporting my claim, including receipts and a detailed breakdown of expenses.

I appreciate your prompt attention to this matter and look forward to your approval. Please feel free to contact me should you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]