

# Assessment Request for Tax Relief Program

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an assessment for the tax relief program available to eligible individuals and households. I believe that my current financial situation meets the criteria outlined for assistance.

Please find attached the necessary documentation to support my request, including:

- Proof of income
- Tax returns for the last two years
- Any additional relevant financial information

I would appreciate your prompt attention to this matter, as the assistance would greatly alleviate my financial burden during these challenging times. Thank you for considering my request.

Sincerely,

[Your Name]