

Contractor Tax Exemption Claim Letter

Date: [Insert Date]

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

Subject: Tax Exemption Claim for Public Infrastructure Project

Dear [Recipient Name],

I am writing to formally submit a claim for a tax exemption concerning the public infrastructure project titled "[Project Name]" under the contract number [Contract Number]. This project is being executed for [Government Agency or Corporation Name].

As per the regulations set forth in [Relevant Tax Code or Statute], we believe that this project qualifies for a tax exemption due to its public utility nature. We have attached all necessary documentation, including the contract, project scope, and proof of expenditures, which substantiate our compliance with the applicable requirements.

We kindly request your review of our claim and the issuance of the necessary exemption certification at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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