

# Contractor Tax Exemption Documentation for Utility Installations

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To Whom It May Concern,

This letter serves as documentation to confirm that [Your Company Name] is a contractor engaged in the installation of utility services, which qualifies for tax exemption under [specific tax exemption law or regulation, if applicable].

We are currently contracted for the following project:

- Project Name: [Insert Project Name]
- Project Address: [Insert Project Address]
- Scope of Work: [Briefly describe scope of work]

As a qualified contractor, we are exempt from sales and use tax for the materials and equipment utilized in this project as per [regulation details]. Attached, please find the relevant documentation to support this exemption, including:

- Copy of contractor's license
- Certificate of Exemption
- Any other supporting documentation

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.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Attachments: [List any attached documents]