

# Contractor Tax Exemption Inquiry

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about tax exemption status applicable to contractors engaged in government contracts. As a contractor with [Your Company Name], we seek clarification on the eligibility requirements and application procedures for tax exemptions on the services we provide.

We are currently involved in a contract with [Specify Contract or Project Name], and understanding our tax obligations is crucial for compliance and budget management.

Could you please provide guidance on the following:

- Eligibility criteria for contractor tax exemptions.
- The process to apply for tax exemption.
- Any documentation required to support our inquiry.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]