

Tax Filing Authorization Letter

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally authorize [Authorized Representative's Name], [Title], to act on behalf of [Your Organization's Name] in matters related to tax filing and communication with the IRS and other governmental agencies. This authorization includes, but is not limited to, filing tax returns, receiving notices, and making inquiries regarding tax matters.

Our organization is a recognized non-profit entity under section 501(c)(3) of the Internal Revenue Code and operates under the following EIN: [Insert EIN].

Please allow [Authorized Representative's Name] to perform all necessary actions required for our tax filing and compliance purposes.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]