

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Tax Deduction Exemption

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tax deduction exemption for [specific reason, e.g., medical expenses, charitable contributions, etc.], in accordance with [relevant tax code or regulation].

[Provide brief details regarding your situation, including any pertinent financial information or documentation that supports your request.]

I have attached [list any attached documents, such as tax forms, receipts, letters of support, etc.] that further substantiate my claim for exemption.

I appreciate your attention to this matter and look forward to your prompt response. If you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]