

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

[Date]
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Application for Income Tax Exemption

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an income tax exemption for the financial year [Year].

I am [briefly introduce yourself and your situation, e.g., your occupation, current financial status, and reason for exemption].

[Provide a detailed explanation of why you are seeking the exemption, including any relevant financial documents or circumstances that support your request.]

I have attached [list any documents you are including, such as income statements, proof of expenses, etc.], which provide further details regarding my situation.

I kindly ask you to consider my application for tax exemption and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]