

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

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

Subject: Submission of QBI Deduction

Dear [Recipient's Name],

I am writing to formally submit my eligibility for the Qualified Business Income (QBI) deduction as outlined in the IRS guidelines.

[Include a brief description of your business, the type of income earned, and any relevant information regarding your qualifications for the deduction.]

Attached to this letter, you will find the necessary documentation supporting my claim, including [list any documents you are including, such as tax returns, financial statements, or IRS forms].

I appreciate your attention to this matter and look forward to your confirmation of receipt. Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Business Name, if applicable]