

[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: Claim for Qualified Business Income (QBI) Deduction

Dear [Recipient's Name],

I am writing to formally claim my Qualified Business Income (QBI) deduction for the tax year [insert tax year].

As a [describe your business type or profession], I have calculated my QBI in accordance with IRS guidelines. My business, [business name], generated a qualified business income of [insert amount].

Enclosed with this letter are the relevant documents supporting my QBI calculation, including [list any attached documents such as Schedule C, Form 1040, profit and loss statements, etc.].

Please let me know if you require any additional information or documentation to process my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position]