

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

[Recipient Name]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the Qualified Business Income (QBI) deduction as it pertains to my business operations.

As a [your business type/industry] owner, I would like to ensure that I am fully understanding the eligibility criteria and application process associated with the QBI deduction. Specifically, I am interested in [specific aspects you wish to know, e.g., income thresholds, eligible businesses, or limitations].

Could you please provide clarity on the following points?

1. [Question 1]
2. [Question 2]
3. [Question 3]

I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]