

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Qualified Business Income (QBI) Deduction Request

I hope this letter finds you well. I am writing to formally request the Qualified Business Income (QBI) deduction for the tax year [insert tax year] in accordance with the provisions established by the Tax Cuts and Jobs Act.

As a [describe your business or profession], I have calculated my QBI based on the following details:

- Total qualified business income: \$[amount]
- Relevant expenses: \$[amount]
- Final QBI amount: \$[amount]

I have included supporting documentation to substantiate my claim, including:

- [List of documents, e.g., profit and loss statements, tax returns, etc.]

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

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]