

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Claim for Qualified Business Income (QBI) Deduction

I hope this letter finds you well. I am writing to formally submit my claim for the Qualified Business Income (QBI) deduction for the tax year [Year]. As a [Your Profession/Title] and owner of [Your Business Name], I believe I meet the necessary qualifications for this deduction.

[In this paragraph, briefly explain your business structure and the nature of your business activities. Include relevant financial details, such as income and expenses, that support your eligibility for the QBI deduction.]

I have calculated my qualified business income and believe that I am eligible for a deduction of [insert amount or percentage] under Section 199A of the Internal Revenue Code. I have enclosed all necessary documentation to support my claim, including [list any attached documents, e.g., tax returns, profit and loss statements, etc.].

Thank you for your attention to this matter. I look forward to your prompt response regarding my QBI deduction claim. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Business Name]
[Business Tax ID (if applicable)]