

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

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

Dear [Recipient Name],

Subject: Clarification Regarding QBI Deduction

I hope this message finds you well. I am writing to seek clarification regarding the Qualified Business Income (QBI) deduction as it pertains to my business operations for the [tax year].

[Briefly explain your business type and structure, e.g., sole proprietorship, S-corporation, etc.]. I want to ensure that I fully understand the eligibility criteria and the calculation process involved for the QBI deduction.

Specifically, I have questions regarding:

1. [Insert specific question or area of concern]
2. [Insert specific question or area of concern]
3. [Insert specific question or area of concern]

I appreciate any guidance or resources you could provide to help clarify these points. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Business Name, if applicable]
[Your Business Address, if applicable]