

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

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

Subject: Confirmation of Qualified Business Income (QBI) Deduction

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to confirm the details regarding my Qualified Business Income (QBI) deduction for the tax year [insert tax year]. Below are the relevant details pertaining to the QBI calculation:

1. **Business Name:** [Your Business Name]
2. **Business Type:** [Specify type, e.g., LLC, S-Corp, Sole Proprietorship]
3. **Gross Income:** \$[Enter amount]
4. **Business Expenses:** \$[Enter amount]
5. **Qualified Business Income:** \$[Enter amount, derived from gross income - business expenses]
6. **QBI Deduction Percentage:** [Enter applicable percentage, e.g., 20%]
7. **Total QBI Deduction:** \$[Calculated amount]

I affirm that all information provided is accurate and in accordance with IRS guidelines. If you require any further documentation or clarification regarding this deduction, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]