

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

Dear [Recipient Name],

RE: Letter of Intent for Qualified Business Income (QBI) Deduction

I am writing to formally express my intent to apply for the Qualified Business Income (QBI) deduction as provided under Section 199A of the Internal Revenue Code.

As a [briefly describe your business, e.g., sole proprietor, partnership, S-Corporation], my business activities include [describe the nature of your business and primary services or products offered].

Given the eligibility criteria outlined by the IRS for the QBI deduction, I believe that my business qualifies for this tax benefit based on the nature of my income and the limitations set forth for specified service trades or businesses in [mention the relevant tax year].

I intend to comply with all necessary regulations and guidelines to accurately claim the QBI deduction during the upcoming tax filing period. I will ensure that all required documentation, including [list any specific documents, e.g., financial statements, tax returns], is prepared and submitted as needed.

Should you require any additional information or clarification regarding my business operations or the QBI deduction, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your guidance as I pursue the QBI deduction for my business.

Sincerely,

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