

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

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

Subject: Notification of Qualified Business Income (QBI) Deduction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the Qualified Business Income (QBI) deduction that may be applicable to your tax situation for the tax year [insert tax year].

The QBI deduction allows eligible taxpayers to deduct up to 20% of their qualified business income from their taxable income. This deduction is available to owners of pass-through entities such as sole proprietorships, partnerships, S corporations, and certain trusts and estates.

To determine your eligibility and the amount of the deduction, please review the following information:

1. **Qualified Business Income**: Include income earned from your business activities, excluding investment income.
2. **Eligible Entities**: Ensure that your business structure qualifies as a pass-through entity.
3. **Income Thresholds**: Confirm that your taxable income falls below the applicable thresholds for the deduction.

If you need assistance calculating your QBI deduction or have any questions regarding your eligibility, please do not hesitate to reach out. I am here to help ensure you maximize your potential tax benefits. Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]