

[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: Inquiry Regarding Qualified Business Income (QBI) Deduction

I hope this message finds you well. I am writing to seek clarification on the Qualified Business Income (QBI) deduction as it pertains to my recent tax filings.

As a [your business type, e.g., sole proprietor, LLC owner], I am keen to ensure that I accurately report my income and benefits under the current tax law. Specifically, I would appreciate your guidance on the following points:

1. ****Eligibility Criteria****: What are the specific qualifications that must be met to claim the QBI deduction?
2. ****Calculation Methods****: Could you provide insights on how to compute the deduction effectively?
3. ****Documentation Requirements****: What records are necessary to substantiate the claim for the deduction?

I would greatly appreciate any additional resources or recommendations for consultations that might help clarify these points.

Thank you for your assistance on this matter. I look forward to your prompt response.

Sincerely,

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