

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

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

Dear [Recipient's Name],

Subject: Qualified Business Income (QBI) Deduction Details

I hope this letter finds you well. I am writing to outline the details regarding the Qualified Business Income (QBI) deduction as it pertains to my business activities for the tax year [Year].

1. ****Business Overview****

- Business Name: [Your Business Name]
- Type of Business: [LLC, Sole Proprietorship, Partnership, etc.]
- Business Activities: [Brief description of services/products offered]

2. ****QBI Deduction Eligibility****

I confirm that my business income qualifies for the QBI deduction under Section 199A of the Internal Revenue Code. My business is not listed as a specified service trade or business, and I meet the necessary income thresholds.

3. ****Calculation of QBI****

- ****Total Qualified Business Income:**** \$[Amount]
- ****Wages Paid:**** \$[Amount]
- ****Unadjusted Basis Immediately After Acquisition (UBIA) of Qualified Property:**** \$[Amount]
- ****QBI Deduction Calculation:**** 20% of QBI = \$[Calculated Deduction Amount]

4. ****Additional Information****

Attached are relevant documents including profit and loss statements, tax returns, and any other supporting materials to substantiate the QBI deduction claim.

Please feel free to contact me if you require further information or clarification on any aspect of this letter. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]