

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

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

Dear [Recipient Name],

Subject: Request for Qualified Business Income (QBI) Deduction

I hope this letter finds you well. I am writing to formally request clarification and assistance regarding the Qualified Business Income (QBI) deduction as it pertains to my [business type or entity], [Business Name], which was established in [Year].

For the tax year [Year], I believe that my income qualifies for the QBI deduction based on the following criteria:

- [Briefly outline your qualifications, such as trade or business type and income level]
- [Any additional pertinent information regarding the business's eligibility]

I have attached relevant documentation, including but not limited to [list attachments: tax returns, income statements, etc.], to substantiate my request.

I would appreciate your guidance on the next steps to ensure that I properly apply for the QBI deduction and any potential implications for my tax filings. Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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