

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to discuss the Qualified Business Income (QBI) deduction as it pertains to my [business name/type of entity]. As you may know, the QBI deduction allows eligible taxpayers to deduct up to 20% of their qualified business income from their taxable income.

I would like to confirm my eligibility and ensure I am taking full advantage of this deduction. Additionally, if there are any specific documents or information you need from my end to facilitate this process, please let me know.

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

Sincerely,

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