

[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: Request for Qualified Business Income (QBI) Verification

I hope this message finds you well. I am writing to formally request verification of Qualified Business Income (QBI) for the tax year [insert tax year]. I require this verification to accurately complete my tax filings and comply with IRS regulations.

The details pertaining to my business are as follows:

- **\*\*Business Name\*\***: [Your Business Name]
- **\*\*EIN\*\***: [Your Employer Identification Number]
- **\*\*Business Structure\*\***: [LLC/Sole Proprietorship/Partnership/etc.]

To assist in the verification process, I have included the following documentation:

1. Profit and Loss Statements for the year [insert year]
2. Tax Returns for the year [insert year]
3. Any additional documents relevant to QBI calculation

I would appreciate your prompt attention to this matter, as timely verification is crucial for maintaining compliance with tax regulations. If further information or additional documentation is needed, please do not hesitate to reach out to me directly at [Your Phone Number] or via email at [Your Email Address].

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

Sincerely,

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