

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

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

Dear [Recipient's Name],

Subject: QBI Verification Submission

I hope this message finds you well. I am writing to submit my records for verification related to the Qualified Business Income (QBI) deduction for the tax year [Year].

Enclosed are the necessary documents, including:

- [List of documents, e.g., Profit and Loss Statements, Schedule C, etc.]
- [Any additional relevant documentation]

I appreciate your attention to this matter, and I look forward to your confirmation of receipt. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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