

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

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

Dear [Recipient Name],

Subject: Request for QBI Verification

I hope this letter finds you well. I am writing to formally request verification of my Qualified Business Income (QBI) for the tax year [insert year].

As a [your business type/industry] operating under [Business Name/DBA if applicable], I am seeking to confirm my QBI details for accurate tax reporting. The necessary information is pivotal for ensuring compliance with IRS regulations and optimizing my tax obligations.

To facilitate this process, I have included the following documents:

- [List documents, e.g., profit and loss statements, tax returns, etc.]

I appreciate your attention to this matter and kindly ask for your prompt verification of my QBI. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Business Name]
[Tax ID, if applicable]