

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request verification of the Qualified Business Income (QBI) for [specify the tax year or relevant period]. This information is necessary for my tax filings and to ensure compliance with IRS regulations.

Please provide the following details:

1. Confirmation of the business income amount.
2. Breakdown of eligible deductions applied.
3. Any additional documentation that may assist in the verification process.

If you require any further information from my side to facilitate this request, please do not hesitate to reach out.

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

Sincerely,

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