

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide the necessary information and documentation for the Qualified Business Income (QBI) verification process in accordance with [specific requirement or context, if applicable].

As a [your role, e.g., business owner, partner] at [your business name], I would like to confirm eligibility for the QBI deduction as outlined in IRS guidelines.

Enclosed, you will find the following documents to support my application:

1. [Document 1: e.g., tax returns for the last 2 years]
2. [Document 2: e.g., Schedule C or K-1 forms]
3. [Document 3: e.g., profit and loss statements]
4. [Any other relevant documents]

Please let me know if any additional information or documentation is required. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]