

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

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

Dear [Recipient's Name],

Subject: Request for 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].

As part of my filing requirements, I need to provide supporting documentation confirming my eligibility for the QBI deduction as per IRS guidelines.

Could you please provide a detailed verification statement that includes the following:

1. Total Qualified Business Income
2. Information regarding the business entity
3. Any applicable deductions recorded

Feel free to reach out to me if you require further information or documentation to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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