

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: QBI Verification Letter  
Dear [Recipient Name],  
I am writing to request verification of my Qualified Business Income (QBI) for the tax year [Year]. I am providing the necessary details regarding my business for your review.  
Business Name: [Your Business Name]  
Business Type: [Sole Proprietorship, LLC, etc.]  
EIN/Tax ID: [Your EIN/Tax ID]  
Tax Year: [Specify Year]  
Revenue Details: [Summary of revenues, if applicable]  
Expenses Details: [Summary of expenses, if applicable]  
Please let me know if you need any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.  
Thank you.  
Sincerely,  
[Your Name]  
[Your Title (if applicable)]  
[Your Business Name (if applicable)]