

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a verification letter for my Qualified Business Income (QBI) under [specific details about your business, e.g., name, formation date, type of business]. This letter will help substantiate my business income as I prepare my tax returns and apply for [specific purpose, e.g., loan, grant].

Please include the following details in the verification letter:

1. **Business Name:** [Your Business Name]
2. **Business Type:** [LLC, Sole Proprietorship, etc.]
3. **EIN:** [Employer Identification Number] (if applicable)
4. **Confirmation of QBI:** [State your request for confirmation of the income generated]
5. **Period Covered:** [Specify the time frame]

Thank you for your assistance. I appreciate your prompt attention to this matter. If you need any further information or documentation, please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)