

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

Dear [Recipient's Name],

Subject: QBI Verification Process

I hope this letter finds you well. I am writing to formally request the information required to proceed with the Qualified Business Income (QBI) verification process.

As part of my business activities for [Your Business Name], I intend to ensure compliance with IRS guidelines regarding QBI deductions. To facilitate this, I would appreciate your assistance in providing the necessary documents and information related to my QBI status, including:

1. Confirmation of eligible business income.
2. Any relevant tax documents from previous years.
3. Information on qualified property used in the business.

Please let me know if there are any forms or specific procedures I should follow to expedite this request. I am committed to ensuring all details are accurate and in compliance with the tax regulations.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Business Name]