

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

Internal Revenue Service

[IRS Address]  
[City, State, Zip Code]

Subject: Request for Specific Exemption

Dear Sir or Madam,

I hope this letter finds you well. I am writing to formally request specific exemptions regarding [briefly describe the nature of the exemption, e.g., "my non-profit organization's tax status"].

My details are as follows:

- Taxpayer Identification Number (TIN): [Your TIN]
- Tax Year: [Specify the tax year]
- Exemption Type: [Describe the type of exemption]

[Include a brief explanation of your situation, why the exemption is necessary, and any relevant supporting information or documentation.]

I have enclosed documents that support my request:

1. [List document 1]
2. [List document 2]
3. [Any additional documents]

I appreciate your attention to this matter and look forward to your prompt response. If you require further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]