

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a Certificate of Tax Exemption for [briefly explain the purpose or project that requires the exemption].

As per the requirements, I have attached the necessary documentation to support my request, including [list any documents attached, e.g., proof of non-profit status, completed application forms, etc.].

I appreciate your prompt attention to this matter and look forward to receiving the Certificate of Tax Exemption. Should you require any additional information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

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