

[Non-Profit Entity Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

To:

[Recipient Name / Department]

[Recipient Organization / Tax Office]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Declaration of Tax Exemption Status for [Non-Profit Entity Name]

Dear [Recipient Name / Sir or Madam],

On behalf of **[Non-Profit Entity Name]**, I am submitting this cover letter as a formal declaration of our organization's eligibility for tax-exempt status under [relevant section of law, e.g., Section 501(c)(3) of the Internal Revenue Code].

Our organization was established on [Date of Formation], operating exclusively for charitable, educational, or other qualifying purposes as defined by applicable regulations. Attached are copies of our supporting documentation, including: our IRS determination letter, organizational bylaws, and other compliance records.

We respectfully request recognition of our status as a tax-exempt entity and that all eligible transactions and income connected to our mission be considered for exemption from taxation.

Should you require any additional information or supporting documents, please do not hesitate to contact us using the information above.

Thank you for your attention and consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Non-Profit Entity Name]

Important Notes:

- Ensure all information and supporting documents are accurate and up to date.
- This cover letter should be tailored to the requirements of the relevant tax authority.
- Include a copy of your official tax-exempt status determination letter, if applicable.
- Consult with a legal advisor or tax professional to ensure compliance.
- Retain copies of all submitted documents for your records.