

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>
<address>
<address>
<address>

Re: _____

Dear _____ :

Enclosed herewith please find copies of the following relevant information regarding _____ exemptions:

1. _____
2. _____
3. _____

I trust that these will be of assistance to you after _____ Exemption is granted. In the meantime, should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

Encl.