

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

[Date]

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

Subject: Verification of Licensed Tax Preparer Business Status

To Whom It May Concern,

This letter serves to formally verify the business status and licensing of [Your Business Name].

I, [Your Name], confirm that [Your Business Name] is a registered and active entity providing professional tax preparation services. Our business is in compliance with all state and federal regulations regarding tax practice.

Business Details:

- **Legal Business Name:** [Full Legal Name]
- **Business Tax ID (EIN):** [Your EIN]
- **State License/Registration Number:** [Your License Number]
- **IRS PTIN (Preparer Tax Identification Number):** [Your PTIN]

Our business remains in good standing and is authorized to prepare and file tax returns for individuals and/or corporations. If you require further documentation, such as a copy of our current business license or certificate of insurance, please let us know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]
[Your Business Name]