

[Date]

[Internal Revenue Service / Relevant Tax Authority]

[Address Line 1]

[Address Line 2]

Subject: Certification of Qualification for Research and Development Tax Credits

To Whom It May Concern,

This letter serves to certify that [Company Name] (the "Company") has conducted qualifying research and development activities for the tax year ending [Tax Year End Date] in accordance with [Relevant Tax Code, e.g., Section 41 of the Internal Revenue Code].

The Company is engaged in the business of [Description of Industry/Business]. During the aforementioned period, the Company invested in technical projects aimed at [Specific Goal, e.g., developing new software, improving manufacturing processes, or creating new product prototypes].

Based on our internal assessment, these activities satisfy the following criteria:

- **Permitted Purpose:** The activities relate to a new or improved function, performance, reliability, or quality of a business component.
- **Elimination of Uncertainty:** The activities were intended to discover information to eliminate technical uncertainty regarding the capability, method, or design of the product/process.
- **Process of Experimentation:** The Company utilized a systematic process of evaluating alternatives through modeling, simulation, or systematic trial and error.
- **Technological in Nature:** The research fundamentally relies on principles of physical science, biological science, engineering, or computer science.

The total qualified research expenses (QREs) identified for this period include:

- Wages for personnel directly engaged in or supporting research: \$[Amount]
- Supplies used in the conduct of research: \$[Amount]
- Contract research expenses: \$[Amount]

Documentation supporting these activities, including project notes, payroll records, and expense receipts, is maintained at our corporate offices and is available for review upon request.

Sincerely,

[Signature]

[Name of Officer/Tax Representative]

[Title]

[Company Name]
[EIN/Tax ID Number]