

Heading

Date

Comptroller of the Treasury  
Revenue Administration Division  
110 Carroll Street  
Annapolis, MD 21411

Attn: Legal Department

Re: Name of Organization

To whom it concerns:

This letter is to request a Maryland State income tax exemption for the above referenced organization. This is a Fraternal Organization whose purpose and scope are to maintain and operate a masonic lodge and its membership records, hold meetings and sponsor community events. The following documents are submitted as enclosures:

1. Copy of IRS determination letter
2. Copy of By-Laws
3. Financial Statements as of 12/31/year

If you need additional information or have questions regarding this application, please do not hesitate to contact me.

Thank you in advance for your kind consideration in this matter and I look forward to your timely and favorable reply.

Sincerely,

Signature and Title