

SAMPLE LETTER

FOR UNCOMMON HEROES™



VETERANS OF FOREIGN WARS AUXILIARY

(Auxiliary #)

Insert Auxiliary Address, City, State and Zip Code

Date

Internal Revenue Service

Attn: EO Entity

MS 6273

Ogden, UT 84201

To Whom it May Concern:

I would like to update the information for my organization's tax year. My organization's name is Veterans of Foreign Wars of the United States Auxiliary to (Name of Post) Post No. XXXX. The Employer Identification Number for this organization XX-XXXXXXX. Th address for this organization is (Mailing address for your organization). The correct tax year end for this organization is June 30th. I appreciate your assistance with this matter. If you have any questions, you may reach my phone at _____ or by mail at our organizations address listed above. We appreciate your assistance with this matter.

Regards

(Auxiliary Treasurer's Name)

Principal Officer

VFW of the United States Auxiliary to (Name of Post and Post Number)