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Date

To Whom It May Concern:

This letter confirms that _____ PTA, Employer Identification Number, _____, is a unit in good standing. Texas PTA and all subordinate local units in good standing are exempt from federal income tax as a charitable and educational organization under the provisions of section 501(c)(3) of the Internal Revenue Code. Our group exemption number is _____.

Please feel free to contact Texas PTA if you have any questions. Thank you.

Best regards,

EXAMPLE