**Kosovar Civil Society Foundation (KCSF)**

Musa Tolaj, Llam.A, H-1, Floor 12, no. 65-1, Lakrishtë, 10000 Prishtina

**To:**

**Subject:**

**Request for VAT exemption**

**From:**

Organization

Title of the Grant

Contract Number

Dear Sir/Madam,

Based on the explanatory decision No. 04/2016 regarding the Treatment of Donations for Tax Purposes by the Tax Administration of Kosovo (ATK), dated 09.08.2016, all beneficiaries of donations in Kosovo are exempt from paying Value Added Tax (VAT). Through this letter, we request an exemption from VAT for the purchase of goods/services listed below, for the implementation of the project/program Name of project/program.

Attached to this request is the "VAT Exemption Purchase Order" from KCSF and the proforma invoice for the requested goods and services.

**List of goods and services for which VAT exemption is requested:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Amount** | **Unit** | **Invoice Identification Number** | **Description** | **Relevant Budget Line** |
| 1. | Amount | Unit | Invoice | Description | Budget |
| 2. | Amount | Unit | Invoice | Description | Budget |

We inform you that the goods and services listed above are exclusively for the service of the aforementioned project/program and will be used solely for the purposes outlined in the contract.

Respectfully,

First and Last Name of the Executive Director

Organization

v.v

Place

Date dd/mm/yyyy