

Form Letter to Request Tax Advice about Our Space Participation

Date: [Insert Date]

To: [Accountant / Tax Advisor / Legal Counsel]

From: [Employee / Participant Name]

Re: Professional Development Workshops – Tax Deductibility

Dear [Name],

This letter provides information about participating in Our Space for Women Leaders offered by Jewel Consultancy. The purpose of this document is to provide context for your review. It is **not formal tax advice**, and the determination of deductibility should be made by a qualified tax professional.

<https://jewelconsultancy.com/our-space>

Our Space: A Professional Development + Renewal Experience for Women Leaders

Develops leadership resilience, stress management, boundary-setting, executive presence, and workplace communication.

What Professional & Executive Women Gain Here:

- **Negotiation & Influence Skills** – Practical tools to stand out with confidence and presence in every conversation.
- **Business Application:** Supports improved leadership effectiveness, employee engagement, retention, and overall organizational performance.
- **Executive Presence** – Strategies to represent yourself and your company with clarity, courage, and calm assurance.
- **Business Application:** Participants enhance leadership and communication skills.
- **Resilience & Stress Reset** – Evidence-based practices to reduce overwhelm and sustain excellence.
- **Business Application:** Participants learn practical strategies to reduce burnout, enhance visibility, and lead with clarity and authenticity.
- **Confidential Community** – A trusted circle where you can set down the armor and be fully yourself.

- **Business Application:** Participants address workplace challenges affecting performance, productivity, and work-life harmony and balance.
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Tax-Deductibility Considerations

IRS guidelines generally allow deduction of business or professional development expenses that:

1. Maintain or improve skills required in one's current role.
2. Address workplace challenges affecting performance, productivity, or employee retention.
3. Enhance leadership, communication, and organizational outcomes.

Our Space provides guidance, support and training directly applicable to workplace performance, offering measurable skills and strategies that support productivity, retention, and organizational effectiveness.

Conclusion

The information above is provided for review purposes. **I am not a tax professional and cannot guarantee deductibility.** It is recommended that the recipient consult with their accountant, attorney, or tax advisor to determine whether these professional development programs qualify as deductible business expenses.

Kind regards,

Arlene Cohen Miller, JD PCC

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