

# Cross-Border Tax Compliance Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to ensure compliance with cross-border tax regulations, we are reaching out to request the necessary documentation and information regarding your company's operations in [Insert Jurisdiction].

In order to comply with local and international tax requirements, we kindly ask you to provide the following information:

- Current tax registration documents
- Details of cross-border transactions for the fiscal year [Insert Year]
- Transfer pricing documentation
- Any tax residence certificates
- Financial statements for the past [Insert Time Period]

Please submit the requested documents by [Insert Deadline]. If there are any issues or concerns regarding this request, do not hesitate to reach out to us. We appreciate your cooperation in facilitating our compliance processes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]