

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the benefits available to me under the applicable cross-border tax treaty between [Country A] and [Country B], as a resident of [Your Country].

As a resident of [Your Country], I believe that I qualify for specific benefits under the tax treaty, particularly in relation to [specific type of income, e.g., dividends, interest, royalties]. I would appreciate your assistance in obtaining the necessary documentation and guidance to ensure compliance with both jurisdictions.

Attached to this letter are the relevant documentation supporting my residency status and eligibility for the benefits under the tax treaty. I kindly ask that you review this information at your earliest convenience and let me know the next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]