

# Letter of Document Submission

Date: [Insert Date]

To: [Embassy Name]

Address: [Embassy Address]

Subject: Submission of Legal Documents for Business Registration

Dear [Embassy Official's Name],

I, [Your Name], representing [Your Business Name], wish to submit the following legal documents required for the registration of our business in [Country]:

- Business Registration Application
- Certificate of Incorporation
- Tax Identification Number
- Proof of Business Address
- Profiles of Directors

We kindly request your assistance in processing these documents at your earliest convenience. Should you require any additional information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Business Name]

[Your Position]

[Your Phone Number]

[Your Email Address]