

Business Tax Registration Approval Summary

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for business tax registration has been approved. Below are the details of your registration:

Business Information

Business Name: [Business Name]

Business Address: [Business Address]

Tax Identification Number: [Tax ID Number]

Effective Date: [Effective Date]

Next Steps

Please retain this summary for your records. You may need to present this information for tax reporting requirements.

If you have any questions, please feel free to contact our office at [Contact Information].

Thank you for your prompt submission and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]