

Notification of Tax Agent Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

[Tax Agency Name]

[Tax Agency Address]

[City, State, Zip Code]

Dear [Tax Agency Name],

I hereby notify you of the appointment of [Agent's Name] as my tax agent, effective [Start Date].
[Agent's Name] will represent me in all matters relating to my tax affairs.

Agent's Details:

Name: [Agent's Name]

Registered Number: [Agent's Registration Number]

Address: [Agent's Address]

Phone Number: [Agent's Phone Number]

Email: [Agent's Email]

Please direct any future correspondence regarding my tax matters to [Agent's Name].

Thank you for your attention to this matter.

Sincerely,

[Your Signature if sending a hard copy]

[Your Printed Name]

[Your Tax Identification Number]