

Tax Residency Certificate Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

Subject: Request for Tax Residency Certificate

We, [Your Company Name], are a company registered under the laws of [Country] with registration number [Registration Number]. Our business operations are conducted primarily in [Location/Region].

We kindly request a Tax Residency Certificate for our company for the financial year [Insert Year]. The purpose of this certificate is to comply with tax regulations and to facilitate our dealings with [Mention any relevant jurisdiction, if applicable].

Please find attached all necessary documentation required for this request:

- Copy of Business Registration Certificate
- Tax Identification Number (TIN)
- Recent Tax Returns

We appreciate your prompt attention to this matter and look forward to your positive response. If you require any further information, please do not hesitate to contact us.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]